PARENT HANDBOOK

PRECIOUS CARGO

Preschool & Childcare

Monday-Friday: 6:30am-5:30pm

ATWATER SITE
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SEBRING SITE
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ALLIANCE SITE
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HARTVILLE SITE
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DISTRICT MANAGER: Sara Rausch (330)227-4866 district@preciouscargochildcare.org

WELCOME TO OUR PRECIOUS CARGO FAMILY!

PHILOSOPHY

Precious Cargo is committed to providing safe, quality care to children from birth through 12 years old. We encourage the children who come to our center to learn through play and exploration of the world around them. Our teachers work to provide plenty of opportunities for their students to learn on their own, as well as planning structured and intentional activities so that the children can expand on their interests and acquire new ways to learn. Upon enrollment in our center, we assume the responsibility of providing your child with the tools to develop mentally, physically, and academically. We ask that you assume the responsibility of working with us as a team to ensure their success. Precious Cargo seeks to provide an enjoyable learning experience. If you ever have any concerns about your child's development, adjustment, or progress, please let the administrator know so that we can address the needs of your child and produce a plan to move forward.

ENROLLMENT & REGISTRATION

Enrollment is offered for full-time positions only. Spots are available on a first-come-first-serve basis, if there is adequate availability. There is a non-refundable registration fee of $75 per child, due at the time of enrollment. This is a one-time fee that holds your child's spot for up to 1 week until they start. All required enrollment documents must be complete and returned *at least 5 days* prior to your childs first day. If you qualify for publicly funded childcare benefits, the enrollment fee is paid by ODJFS.

TUITION & FEES

Tuition rates are billed weekly and to secure your childs placement. To maintain staffing and ongoing facility maintenance, tuition is required regardless of attendance, as we hold your childs spot in their absence. We do not offer daily or part-time rates. Tuition rates do not change for holidays or safety closures, as our staff receive these as a paid benefit. Tuition is due every week that your child is enrolled. There are 2 exceptions: 1. If your child is ill and required to be out for 5 consecutive days, then there will be a 50% discount on tuition for that week of care. You must submit a doctors note that states the child cannot return for at least 5 days. 2. Each family is given 1 week of vacation time per year that your child(ren) does not attend, and you will not owe tuition. We ask for a 1 week notice when using vacation time so that billing plans can be adjusted.

Tuition is due every Friday for the following week of care. Payments can be made through the Brightwheel app or cash/check to the office. A $60.00 return check fee will be applied to accounts for checks returned due to insufficient funds. You will have access to your payment history via the Brightwheel app. Your year end tax statements will generate late January and be accessible here as well.

The daily rate for school-age children on non-school days such as snow days or holidays when school is closed but PC is open, is $30/day/child, in addition to their normal weekly tuition. For full weeks of non-school days such as spring break, the full-time summer rate will be charged. If your child is not enrolled year round (only attends during summer and or non-school days), the daily rate for non-school days such as snow days or holidays when school is closed but PC is open, is $45/day. Please note that PC cannot offer all day care for school-age children for individual reasons when school is in session (i.e., suspension).

(LATE PICK-UPS) We understand that uncontrollable circumstances arise and sometimes things happen. If you will be after hours picking up your child(ren), we ask that you let us know via Brightwheel as soon as possible. The fee for late pick-ups is as follows: 1-3 times $1/min/child, 4-5 times $5/min/child, 6+ times $10/min/child and disenrollment will be considered. This fee is due in cash, to the employee(s) who stayed past closing with your child(ren), within 3 days of the late pick-up. We appreciate you considering our staff members' time.

Weekly Tuition Rate Sheet

Classroom/Age Group	Full Time (base rate)	Full Time (prepaid rate)
INFANT (6 wks-18 mos)	$406.25	$270
TODDLER (18 mos-3 yrs)	$365.19	$235
PRESCHOOL (3-5 yrs)	$322.50	$205
SCHOOLER school year (5 yrs+)	Before: $132.50 After: $156.50 Both: $206.25	Before: $70 After: $80 Both: $130
SCHOOLER summer camp (5 yrs+)	$293.75	$175

PLEASE NOTE: Our prepaid tuition rates are to be paid on Friday of each week for the following week of care. If payment is not received by 5:30 pm on MONDAY of each week, the base rate will be applied. Once an account becomes 1 week past due, care will no longer be available until your account is brought back to current. If there is a current waitlist for your child's classroom, their spot will be given to the next in line.

BRIGHTWHEEL

We use the Brightwheel app as a tool to record your childs day, to communicate with our families, and for billing. Upon enrollment, you will be sent an invite to download and join the free app. Brightwheel will allow you access to daily logs for your child(ren). The messaging feature allows parents to communicate with staff and administration. Management appropriate messages should be sent through the "admin only" thread. Split families should note that both parents can see all messages, so email should be used for private household matters. While we value communication, our staff are not expected to respond to Brightwheel messages outside of business hours, so please note that responses outside of operation times are not guaranteed. Brightwheel also offers a feature to make payments with a credit card or your bank account information. The app will apply a fee if you submit your payments with a credit card rather than ACH (secure bank-to-bank transfer that deducts the amount directly from your bank account).
This app should be the only way that you communicate with employees regarding your child and their care at PC. Please do not contact employees on any other apps/social media platforms to discuss your childs care. This is prohibited for employees.

GUIDANCE

All children, except for school-agers (see below), will be always within sight and hearing of a staff member throughout the day. Baby monitors, video cameras, monitors, or walkie-talkies will never be used to satisfy supervision.

RATIOS

Child ratios are always maintained throughout the day. During naptime, if all children are laying down on their cots, the ratio may be doubled if there are enough staff members in the building to cover the full ratio in the event of an emergency (infant classrooms are excluded from doubling ratio). NOTE: ratios will be lower for 40% of our classrooms to fulfill a requirement for Step up to Quality. (Birth–12 months: 2:10, 18–30 months: 1:6 or 2:12, 30–36 months: 1:7 or 2:14, 36–47 months: 1:11 or 2:22, 48 months–<school age: 1:13 or 2:26, Kindergarten–age 14: 1:17 or 2:34)

Group	Age	Ratio	Max Group Size
Young Infants	0-12 months	1:5, 2:12	12
Older Infants	12-18 months	1:6, 2:12	12
Young Toddlers	18-30 months	1:7	14
Older Toddlers	30-36 months	1:8	16
Young Preschoolers	3-4 years	1:12	24
Older Preschoolers	4 years-Kindergarten	1:14	28
School-agers	Kindergarten- 12 years	1:18	36

SCHOOLAGE CHILDREN

School-age children may run errands inside the building or use the restroom alone or in groups without adult supervision as long as the following conditions are met: 1. Children are within hearing distance of a teacher. 2. The teacher in charge of them checks on them every 5 minutes until they return. 3. The restroom or any areas they may run an errand to is for the exclusive use of the center and not a shared space.

PUBLICLY FUNDED CHILDCARE

If you receive PFCC benefits, it is **required** that you tap your child(ren) in and out every day upon arrival and departure. This is how we are required to bill ODJFS for your child's tuition each week. Anyone picking up your child on a regular basis will need to be added to your tap account as a sponsor so they are able to use the system. *Precious Cargo administrators are not permitted to be added to accounts as a sponsor and tap your child(ren) in and out.* Failure to keep your taps current will result in responsibility for self-pay tuition and or disenrollment. If there are any corrections that need to be made, administration will notify you. If corrections are not made within 24 hours, you will be subject to a $5/day/child tap fee. Attendance cannot be submitted for payment until it is complete so, it's very important that your taps stay current and are corrected within a reasonable timeframe. Please be

aware that consistent lack of tapping in and out could result in the loss of your childcare benefits. It is your responsibility to notify ODJFS of any changes such as employment, change in compensation wage, address and/or phone number. It's important that you submit your recertification upon notice because if there is a break in coverage, you will be responsible for self-pay tuition payments.

Your child must attend a minimum of 33 hours per week. Each child is given 20 absences per 6-month period from ODJFS. Absences are used when your child is absent and doesn't meet their weekly hour requirement. Once all absences are used, if the weekly attendance requirement is not met, you will be responsible for self-pay absent day charges. For this reason, it's important that absences are used sparingly and children attend on a consistent basis.

ARRIVAL/DEPARTURE

Upon arrival, we ask that you please take your child to their classroom and have them wash their hands immediately in an effort to cut down on the spread of illness in our facility. You are required to accompany your child to their classroom and ensure that the teacher is aware that your child has arrived - even if your child is a school-ager. **Children are not permitted to travel throughout the facility or in the parking lot at pick-up or drop off times unaccompanied by an adult. Furthermore, we ask that children are not permitted to open doors.** Their safety is always our first priority, so supervision is of high value. Your cooperation is appreciated.

When picking up your child(ren), we ask that you go to each child's classroom so that the teacher knows you are here and to discuss any events from the day and so the teacher knows the child is leaving for the day, with an approved adult. Children will only be released to someone who has been given permission to pick them up by a parent/guardian in writing and on file. Anyone who is picking up should have proper ID to show the teacher so that they are able to confirm and release the child. Please always be prepared to show ID in case there is a substitute or a new teacher. If there are any special custody arrangements with your child, you must provide the center with a copy of the court documents indicating specific permissions. *We are not permitted to deny a parent access to their child unless proper documentation is provided and on file.* We always encourage open communication with our families. If you would like additional time or appointments for conversations with teachers or administration, please contact the administrator. The administrators hours are posted by the office. If the administrator is unavailable, you can contact them privately via the "admin only" message feed on Brightwheel.

Arrival from Other Programs: at times, it may be necessary for a child to arrive at the center from another program such as a school district or half-day program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child was scheduled to arrive that day, and then we will contact the program the child was to arrive from. It is extremely important that you contact the center whenever the child is not going to be attending on a normally scheduled day; it causes panic with our staff when children don't arrive when expected.

*note: it is the parents responsibility to notify any other programs of absence. Bus drivers get frustrated when they make a trip for only 1 child and they arrive and the child is absent.

SCHOOL DELAY/CANCELLATIONS

PC will be open to schoolers all day when school is closed for vacations, delays, and/or cancellations. We appreciate you letting us know that your child will need additional care as soon as you know as we have to make last minute changes to our day to accommodate the extra children. An additional charge will be applied to your weekly bill each day the child is there full days during the school year. Center closures will be made at the discretion of our owner & district manager and will only be done for the safety of the children and staff, and or when state licensing requires that we do so (i.e., loss of power, inclement weather etc.).

NAP TIME

All children are required to have a quiet rest time on their cot everyday. They are not required to sleep but they are required to lay on their cot with quiet activities, without being physically aggressive with our staff or other children. Our staff are not permitted to force children to sleep. If your child is unable to sleep or stay on their cot quietly, we will require a schedule change to a half day and they must be picked up by 12:30pm daily. It's important that the children who require the nap have the opportunity to do so. Families will be given a 3-day grace before a half-day schedule change is required. If your child is exhibiting extreme behaviors during nap time (yelling/screaming, physically aggressive with staff/children, destructive actions such as throwing their cot/other furniture/toys, etc.), the child will be discharged for the day and must be picked up within 1 hour of contact. After 3 early discharges, the child will be required to transition to a half-day schedule.

If your child is a non-napper our facility may not be the best fit for your child.

TRANSITIONING

When we feel that your child is ready to transition to the next classroom, you will be given a transition plan developed for your child. This plan will include

the beginning and ending date of the transition period and include a schedule for the child to be in each room. The parent will need to sign the plan before the transition process can begin. Parents may also request to have their child transitioned. These requests will be honored if it is determined that it is in the best interest of the child and that there is available space in the next room.

MEALS

PC will provide breakfast, a morning snack, and an afternoon snack following the recommended food requirements meeting one-third of the recommended dietary allowance and maintaining compliance with CACFP (Ohio department of Educations Child and Adult Food Program) guidelines. Meals will be served on a block schedule that may be subject to change. Please ask at the time of enrollment for the current block schedule for meals because meals will only be served during the scheduled times. If your child will arrive after a meal, please be sure to feed your child the missed meal at home prior to arrival so your child can have a successful day on a full stomach. Lunch is packed from home and needs to have an ice pack as we aren't able to refrigerate all of the children's lunches. Milk is provided with lunch. We appreciate you packing your child a healthy lunch!

If your child has any modified diets or food supplements, please notify administration prior to your childs first day; these will be handled on a case-by-case basis. Due to the risk of other children getting a medication not intended for them, we do not permit any beverages or foods with medication added to them. Your child will need to receive the dose at home, or you can sign a form for us to administer the medication directly from the storage container.

We only serve the children milk and water at our facility. We do not permit juice or chocolate milk coming into the center with children; we have several different allergies in our facility and work hard to protect the safety of all of the children within our care. We appreciate the children coming with a water bottle every day, labeled with their name.

FIRE, TORNADO, & EVACUATION PROCEDURES

The center has devised several procedures to follow if an emergency occurs. In the event of a fire or tornado, staff will follow the procedures posted throughout the center. Tornado, fire, and lockdown drills are held monthly at varying times of the day so that all teachers and children have a chance to practice what needs to be done, if one of these emergencies occurs. Records of these drills are maintained and located in the administrators office.

If we need to evacuate the building for any reason, a sign will be posted on the front door of where your child will be, and parents will be contacted as soon as possible to come pick the child(ren) up. If you cannot be reached, we will proceed to call your emergency contacts. Any person, including parents, will need to provide ID when picking up your child(ren) from another location. *This is why it is so important that we always have accurate phone numbers on file where someone can be reached.*

**NOTE: If your child pulls a (false) fire alarm, a fee will be applied to your account. The Fire Department is required to arrive promptly on site, in full gear, anytime the fire alarm is pulled, even if we call them immediately and confirm it is a false alarm due to a child pulling the alarm and there is no fire. For this reason, they bill us for these instances.*

SAFETY & FIRST AID

Every possible measure is taken to make the atmosphere at PC a safe one. If an incident occurs where we think your child should receive medical attention, staff will contact you or your designated contacts. If we do not receive an answer or if we feel as though it is an immediate emergency, we will call for emergency medical services. In the event that EMS decides the child needs to be transported for further medical treatment, an employee will accompany your child and stay with them until an approved adult is able to reunite with the child.

All staff members are certified in first aid, CPR, communicable disease, and child abuse and there is always a complete first aid kit available. In case of a dental emergency, the staff will locate the missing tooth and follow the directions posted in each room.

Anytime an accident, injury, or incident occurs that requires first aid treatment, or emergency transportation, the center will complete an incident/injury report. Copies of these reports can be requested, otherwise, they will be stored in the childs personal file.

MEDICATION

PC will administer medication with proper permission and medical documentation. If medication is not in the original container (with the prescription label if applicable), including instructions, dosage, and times to give the medication, it cannot be kept on the premises and PC is not permitted to administer it. We are only permitted to follow the label on the bottle for dosage and age. The label must list your child's age and dosage. If it states "see a doctor" for dosage, we cannot administer the medication unless your doctor completes the required form.

A medication form must be filled out for each medication, and prior to the first dose. If the medication does not NEED to be given at the time the child is in attendance, we will ask that you administer it at home. Examples: Antibiotics to be given morning and night can be given while at home, so we will not

administer the medication. Medications cannot be given to bring down a fever per state licensing regulations. Under no circumstance can any medications/topical products be kept in a child's bag. All of these products must be directly handed to a staff member at drop-off so they can be stored securely. If we are not administering the product, please do not bring it/have it in your childs bag.
School-agers will only be permitted to carry their own inhalers if we have a doctor's note on file stating that the child needs to always have it on their person and that they know how to use it properly.
Diaper creams and sunscreens can be given continuously for a year if they are being used as a preventative measure. Upon enrollment, parents can sign a document to allow PC to administer desitin (provided by the center) as the child needs it.
School-aged children can carry and use their own lotions and topical products.
*note: please be sure to check expiration dates. It is very common for us to be given an over the counter medication to administer that is expired. We are not permitted to administer expired medications and are required to discard them.
Licensing has very rigorous guidelines and protocols for childcare providers when it comes to medication, so for the protection of your child and the integrity of our license, medication policies must be followed at all times, without exception.

ILLNESS & COMMUNICABLE DISEASE

If your child isn't feeling well, but is not showing signs of a communicable disease, such as a cold, stomachache, fever, etc., they may attend the center if they are able to participate in daily activities. *We reserve the right to send a child home because of a non-communicable disease.*
All staff members in the building are trained in the common signs of communicable disease and they will observe each child daily as they enter the group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by rule 5101:2-12-31 of the Administrative Code. Our staff are not licensed physicians and cannot provide any diagnosis.
The Ohio Department of Human Services Communicable Diseases Chart is posted near the front office. In the event that a staff member suspects a child of having a communicable disease, the center will notify the parent or guardian of the child's condition and require that the child is seen by a Dr. *Anytime a child is discharged with a suspected communicable disease, a doctors note must be submitted upon return.* If we have a confirmed case of a communicable disease, a message will be sent out on Brightwheel to notify families of exposure.
If your child has lice they cannot return until they have been treated and are nit and egg free.
If your child has a communicable disease (pink eye, chicken pox, measles, etc.) they may not return to the center without a doctor's written permission *stating return date*. Re-admittance following a communicable illness requires that a child be free of symptoms and have a doctor's excuse. All items used by the child will be disinfected before use by another child. Communicable disease outbreaks will be reported to local health officials. Please be considerate of the children by making other arrangements for your child when you suspect he/she may be sick. It will help us to keep all of our children and staff healthy.
When parents are contacted to pick up an ill child, the child must be picked up within an hour of initial contact. You must submit a doctor's note with a date when they are able to return to school upon returning to the center.
A child with any of the following signs or symptoms of illness will be discharged:
-Temperature of 100 degrees or higher accompanied by other symptoms
-Diarrhea (more than 3 abnormally loose stool within a 24 hour period)
-Severe coughing, causing the child to become red or blue in the face or make a whooping sound
-Difficult or rapid breathing
-Yellowish skin or eyes
-Vomiting more than one time or when accompanied by any other sign or symptom of illness
-Conjunctivitis
-Unusually dark urine and/or gray or white stool
-Stiff neck
-Unusual spots or rashes
-Sore throat or difficulty swallowing
-Lack of taste or smell
-Evidence of lice, scabies or other parasitic infections

Please do not bring your child to the center if they have any of these symptoms. If your child is sent home from school, per licensing rules- they cannot return until they are symptom free and or 24 hours fever free WITHOUT the aid of medicine. Illness spreads quickly. Please be courteous of the other children and families who come to our center. It's important that our staff stay healthy too, so they are able to care for your children. We appreciate you keeping your ill child home.

IMMUNIZATIONS

At this time, we DO NOT accept children who are not immunized. If your child is in the process of being immunized, please notify the administrator prior to your childs first day. Every child must have an immunization record on file of the following: Chicken Pox, Diphtheria, Haemophilus Type B, Hepatitis A, Hepatitis B, Influenza, Measles, Mumps, Pertussis, Pneumococcal Disease, Poliomyelitis, Rotavirus, Rubella, Tetanus.
The record shall include the month, day, and year of each immunization. Alternatively, a statement from the physician, PA, APRN, or CNP that the child: has been immunized, is in the process of being immunized, is unable to receive the immunization because of medical contraindication, or is unable to receive the immunization because of the child's age.

DAILY PROCEDURES

Each week, there will be a lesson plan posted for parents. The classroom's daily schedule includes time for developmentally appropriate structure. This includes the following developmental domains: Cognitive Development, Creative Development, Language & Literacy, Social-Emotional, Approaches towards Learning, Physical Development & Wellness, Science, Social Studies, and Mathematics. The lesson plan will be posted in Brightwheel every Monday and near every classroom door.
Infants, Toddlers, and Preschoolers are required to nap for 1-2 hours. You must take your child's nap items home every Friday to be washed and returned on Monday. If your child doesn't nap, they may be offered quiet activities to do on their cot. We are not permitted to make children stay awake; if you do not want your child to take a nap, they will need to be picked up by 12:45 p.m. every day. No toys from home are permitted in the center unless requested by the teacher.

OUTDOOR PLAY

Research consistently shows that frequent outdoor play is essential for a child's development, as it significantly improves physical health, boosts cognitive function, and strengthens emotional resilience. Outdoor play is included in our daily schedule for all Toddler, Preschool, and Schoolers. It is also available to the infant class if they can take all of the infants out safely. Please send your children with proper clothing so that they are comfortable when we go outside and are wearing items that you deem safe for outdoor wear and tear during play and exploration. State licensing requires that the children are given an outdoor experience every day, if the temperature falls within their set range. We will limit the amount of time children are outside when the temperature is extremely high or exceptionally low. We will not take the children outside when the temperature (including wind chill and heat index) drops below 25*F or rises above 85*F. On days that we cannot go outside, we will provide time for gross motor activities indoors. Because our staffing ratios are designed for the entire group to move together, we are unable to provide indoor supervision for individual children while the rest of their group goes outside. If a child is not well enough to go outside with their class, they should remain home until they are fully recovered.
*NOTE: FLIP FLOPS ARE A SAFETY HAZARD ON THE PLAYGROUND. YOUR CHILD MUST HAVE ALTERNATE SHOES TO WEAR THAT HAVE A BACK TO ACTIVELY PLAY ON THE PLAYGROUND.
An annual sunscreen fee of $5/child will be due at the end of April (or upon enrollment if enrolling a child during the summer season). Due to the difficulty of administering several different types of sunscreen on 50+ children, we will only allow an alternative sunscreen to be provided by the parent if it is due to an allergy or condition. Failure to submit the sunscreen fee and or sign the permission for administration will result in your child not receiving sunscreen. We are not permitted to administer sunscreen on children under 6 months of age.

HOLIDAY CLOSURES

PC will be closed for the following holidays: New Year's Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day, and New Year's Eve. If one of these holidays falls on a Saturday or Sunday, we will close on a Friday or Monday, respectively. Accounts will not be credited for holidays as our staff receive holiday benefits.
In an effort to continue improving our facilities and quality of care, PC will be closed on the third Friday in April and October every year for staff Professional Development Days.

DISCIPLINE

There will be absolutely no punishment that is considered cruel, harsh, or unusual. Spanking, physical restraint, and confinement of a child will not be utilized. We use the following four checkpoint questions when evaluating whether discipline will be necessary:
Is the child harming themselves? Is the child harming someone else? Is the child misusing learning material? Is the child disrupting the environment? If the answer is yes to any of these four questions, the child will be redirected. If redirection is not effective, the following steps will take place for every time the offending behavior occurs: The child will be encouraged to change the behavior, the child will be given a verbal warning of calm down time if the behavior is not corrected, calm down time (1 minute for every year of the child's age), and or a conference with the parent will be called if repeated calm down times are used unsuccessfully. Suspension may be required at the discretion of the administrator. Please note that in cases of severe behavior struggles, a behavior plan, parent meetings, and referral follow-through within 30 days are referral are required in order for the child to stay enrolled. Our staff will work together as a team to complete a plan for consistent poor behavior. It's important that parents work with us as a team to achieve results.

DISENROLLMENT

It is never our first decision to disenroll a child. Please note that in rare cases, children's misbehavior or developmental needs are an immediate threat to the staff or other children in the center and there are cases that require a different setting and or a behavior professional. Should the risk to other children, or the child with needs, be determined to be too great, immediate dismissal from the program may be necessary such as expulsion or under some circumstances a short suspension from the center may be warranted.
In these scenarios parents will be notified to come to the center and meet with an administrator. Parents will be provided with a written report and options regarding care and referrals will be discussed. All suspensions and expulsion decisions are made at the discretion of the administrator.

WITHDRAWAL

If you wish to withdraw your child from our center for any reason, you must provide a written two-week notice. If you do not provide a two-week notice, we will assume your notice is the first two weeks your child is not in care, and you will be billed for those two weeks of tuition. Spots are not reserved without weekly tuition submission. If you withdraw and decide to return, you will be required to submit another registration fee and complete a new enrollment packet. Upon withdrawal from the center, you have the option to transfer your child's record to a new facility upon request.

PRIVATE PAY ABSENCES

We require that you call your child off every day they will not attend and are regularly scheduled to. To avoid a $5 call-off fee, please call your child off each day by 9am so that we can have accurate meal counts for the day and ensure adequate staffing. We appreciate you not sending your child to school if they are ill to help ensure the health of their friends and teachers!

VACATION

We ask that you give a 1 week notice when using vacation time. With the proper notification, we offer 1 week of vacation time per calendar year, at no tuition cost. Because we do not offer daily rates, vacation time with no tuition cost can only be granted a full week at a time.

SCHEDULE/CALL-OFFS

All children are permitted to attend up to 9.5 hours per day and parents are required to give us weekly or monthly schedules that must be followed. If you need to change hours or days, it's important that you notify the administrator as soon as possible so that ratio coverage can be ensured. We schedule staff according to the children who are scheduled to be at the center at any given time of the day, so we must have accurate schedules from you so that we remain within ratio. If the schedule provided is consistently different from what the child is actually attending, and or the attended hours exceed the maximum amount permitted, we may request an updated, accurate schedule and or charge a $5/child/15 minutes or $10/child/30 minutes scheduling fee. Ratio correlates to supervision adequacy, so adhering to ratios is important. We reserve the right to dismiss your child if scheduling conflicts become consistent. Call offs must be made by 9:30am each day that your child will not be in attendance when expected. If a call-off is not received by 9:30am each day, a $5/child/day call-off fee will be applied.
We have a drop-off policy of no later than 9am, so all children must arrive in their classroom before 9:30am. If you have an appointment, please notify the administrator ahead of time, otherwise, a child dropped off after the cut-off time will not be permitted to stay. This policy ensures that your child can fully participate in our morning curriculum and meal services without the stress of a rushed transition. Furthermore, late arrivals can be disruptive to the classroom's learning flow and scheduled rest periods.

TRANSPORTATION

PC does not offer transportation. All children enrolled must have transportation to and from the facility each day. The children will not leave the property at any point of the day unless there is a disastrous emergency in which we will walk to our secondary location next door or the schoolers have a scheduled field trip that is within walking distance and parent permission has been obtained. At no time are staff permitted to transport children.

WATER ACTIVITIES/SWIMMING

PC does not permit any child to participate in any swimming activities. Daily water play may be available in small sensory bins in the classroom or on the playground that will not exceed 10 inches in depth.

SCREENING/ASSESSMENTS

PC will conduct screenings on all children, every 6 months, until they begin kindergarten. The results will be used for lesson planning in the classroom and learning approaches. Referrals will be sent home when the results show a need for further intervention. Assessments are completed two times per year and results are shared with families during parent teacher conferences. The results of screenings and assessments are how we identify each individual childs needs, strengths, and weaknesses so we can ensure we are facilitating growth in each child.

STAFF

All staff participate in continuous in-service education and studies for professional advancement in accordance with the state-licensing department. This enables them to remain alert to the ever-changing needs of today's families.

Each member of our staff meets the qualifications set by the state and is encouraged to stay current on child development and early childhood education through in-service training and local continuing education programs. PC recognizes that children learn through behavior modeling and that respect must always be shown for the children, other staff members, as well as the environment, if we expect the children to behave respectfully. We encourage open communication for all staff, parents, and children. We strive to always employ at least 1 substitute teacher. This teacher will be trained in all classrooms to provide adequate supervision and be able to meet the needs of the children.

CLEAN AIR & LANGUAGE

PC feels strongly about the air your child breathes. Smoking/vaping is strictly prohibited **on** the property (in the building, the playground area, or the parking lot). Appropriate language is always expected while on center property. We ask that adults be mindful of their language when on site, for many little ears are always listening. For the safety of our children, only one warning will be given for smoking/vaping on site before administration asks you to not return to the property.

ADA

PC will administer medication to children with disabilities in accordance with the child's documented medical/physical care plan for childcare. Prior to caring for a child with a disability, PC will ensure staff have been properly trained regarding any necessary procedures for the child.

NURSING & PUMPING

Breastfeeding mothers may nurse and/or pump in the infant room. Other accommodations will be made upon request if necessary.

DONATIONS

Donations are always appreciated. We always have families in need who could benefit from any help from others.

DAILY CLASS SCHEDULES

INFANT

Infants tend to make their own schedules, so the schedule below is a general schedule. Each infant has the flexibility to set their own schedule. As they age, we encourage alignment to the toddler room schedule so their transition to that next classroom is positive and successful . At 12 months old we begin transitioning into the toddler schedule and introduce age-appropriate expectations. Diapers are changed every 2 hours unless otherwise requested by parents. Parents are responsible for supplying enough diapers for their child every day. You may leave an extra sleeve of diapers at the center at a time so that you don't have to bring in more every day. We ask that you make sure your infant has at least 2 full sets of extra clothes on site at all times. PC will provide Huggies Fresh brand wipes for all children. You will need to provide enough bottles for your child each day. Everything that

you provide that goes into your infant's mouth must be labeled with the child's initials and date to be consumed. For breast milk, the bottle must also contain the date the milk was pumped. We are only permitted to serve infants milk and water. We are not able to rinse or wash your bottles. Please send enough for each day, already prepared and labeled. If there are not enough bottles for your child, you will be called to bring in additional bottles for the remainder of the day or come pick up your child. Each child will use the same crib every day. The cribs are sanitized every Friday and sheets cleaned as soiled or every Friday. Blankets are not permitted in cribs for infants under 12 months old (sleep sacks are permitted). Binky strings, teething necklaces, clothing with hoods, and loveys are also not permitted in cribs. It's very important that absolutely no medications or topical products are left on site in your infant's diaper bag. *If they are discovered, staff are required to discard them immediately*.

6:30-7:30	Arrival/free choice play	11:30-12:00	Large motor/outdoor play
7:30-8:30	Morning snack/social skill enhancement	12:00-1:00	Lunch/diaper changes/story time
8:30-9:00	Diaper changes/books	1:00-2:45	Naptime
9:00-9:30	Circle time	2:45-3:15	Diaper changes
9:30-10:30	Breakfast	3:15-4:15	Afternoon snack/social skill enhancement
10:30-11:00	Diaper changes	4:15-5:00	Large motor/outdoor play
11:00-11:30	Daily lesson (craft, sensory, fine motor)	5:00-5:30	Departure/free choice

TODDLER

Diapers are checked every 2 hours unless otherwise requested by parents. Parents are responsible for supplying enough diapers for their child every day. You may leave many diapers at the center at a time so that you do not have to bring in more every day. If toddlers are potty training, they are expected to wear easily accessible clothing and pull ups as we encourage independent bathroom practices. If your toddler is potty training, multiple outfits are greatly appreciated. We take potty breaks every 30 minutes during potty training phases. Sometimes children aren't ready to potty train when we think they are. So, if our employees are potty training a child and they aren't seeing any progress after a reasonable amount of time, they will have a conversation with the childs parents and set a new timeline to revisit. It's important that we don't push the children before they are ready as it can make it more difficult to have success when they are ready. We always want potty training to be a positive experience! We ask that all children have one full set of extra clothing on site at all times, a water bottle every day, labeled with their name, and a blanket for napping (which will be sent home every Friday to be washed and returned on Monday). All children will have their own labeled cot that will be sanitized every Friday. For safety reasons, pacifiers are strongly discouraged in this classroom but may be permitted only during nap time if a plan to transition off has been established. Biting is to be expected because of limited vocabulary, however, repetitive biting will constitute a conference with a parent to come up with a plan to change the behavior that will be implemented at both school and at home to correct this behavior. If after an acceptable period, the biting continues, your child may be dismissed for the safety of the other children. If a child bites 3 times in one day, they will be discharged for the day.

6:30-7:30	Arrival/free choice play	11:30-12:00	Large motor/outdoor play
7:30-8:30	Morning snack/social skill enhancement	12:00-1:00	Lunch/diaper changes/story time
8:30-9:00	Diaper changes/books	1:00-2:45	Naptime
9:00-9:30	Circle time	2:45-3:15	Diaper changes
9:30-10:30	Breakfast	3:15-4:15	Afternoon snack/social skill enhancement
10:30-11:00	Diaper changes	4:15-5:00	Large motor/outdoor play
11:00-11:30	Daily lesson (craft, sensory, fine motor)	5:00-5:30	Departure/free choice play

PRESCHOOL

We ask that all children have one full set of extra clothing on site at all times, a water bottle every day, labeled with their names, and a blanket for napping (which will be sent home every Friday to be washed and returned on Monday). All children will have their own labeled cot, which will be sanitized every Friday. Preschoolers are encouraged to improve independence skills as we focus on kindergarten readiness to ensure that transition is positive and successful. If a preschool aged child is not potty trained, there must be an established plan that is being followed both at the center and at home. Independent bathroom practices are an expectation for this age, so it's important that your child wears clothing that they can manipulate.

6:30-7:30	Arrival/free choice play	11:30-12:00	Music & movement
7:30-8:30	Morning snack/social skill enhancement	12:00-1:00	Lunch/story time
8:30-9:00	Free choice centers	1:00-3:00	Naptime
9:00-9:30	Circle time	3:00-4:00	Afternoon snack/social skill enhancement
9:30-10:30	Breakfast	4:00-5:00	Large motor/outdoor play
10:30-11:00	Daily lesson (craft, sensory, fine motor)	5:00-5:30	Departure/free choice play
11:00-11:30	Large motor/outdoor play		

SCHOOL-AGE (before & after school)

The bus arrival time will be given to the parents at the beginning of the school year or when a new student begins. School district rules and expectations will be enforced here at our facility. Violence and bullying will not be tolerated. We look to our school-agers to be positive role models for the younger children. Concerns for time on the bus should be directed to the school district.

6:30-7:30	Free choice play	3:45-4:15	Afternoon snack
7:30-8:00	Breakfast	4:15-4:45	Homework
-----school-----		4:45-5:30	Departure/gross motor/outdoor play

SCHOOL-AGE (full day)

Schoolers have accidents and or get messy sometimes too- we ask that all school agers have at least one full set of extra clothing on site at all times and a water bottle, labeled with their name.

6:30-7:30	Arrival/free choice play	11:30-12:00	Music & movement
7:30-8:30	Morning snack/social skill enhancement	12:00-1:00	Lunch/story time
8:30-9:00	Free choice centers	1:00-3:00	Group activities/private reading
9:00-9:30	Circle time	3:00-4:00	Afternoon snack/social skill enhancement
9:30-10:30	Breakfast	4:00-5:00	Large motor/outdoor play
10:30-11:00	Daily lesson (craft, sensory, fine motor)	5:00-5:30	Departure/free choice play
11:00-11:30	Large motor/outdoor play		

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. The 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 childcare 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 child'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 child, evaluation of 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 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, are available for review upon written request from the Ohio Department of Job and Family Services.

It is unlawful for the center 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.

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

WE CAN'T WAIT TO MEET YOU! 😊

PRECIOUS CARGO

Preschool & Childcare

PARENT HANDBOOK ACKNOWLEDGEMENT

Name of child(ren):_____

Name of parent(s):_____

- I understand that weekly tuition is my responsibility and that tuition/co-pays must be paid every Friday, for the following week of care, regardless of attendance.
- I understand that if I qualify for assistance, it is my responsibility to tap my child(ren) in and out every day.
- I understand that there will be an annual tuition increase at the beginning of every summer.

INITIAL WHERE APPLICABLE:

_____ I applied for childcare assistance with ODJFS on _____/_____/_____.

_____ I already have childcare assistance with ODJFS. My case number is _____.

_____ I will be self-pay.

I have read and reviewed the parent handbook for Precious Cargo. I understand the policies and agree to adherence.

PARENT SIGNATURE DATE