

# Parents' Handbook

## Temple Tots Preschool & Day Care

1148 Gallia Street

Portsmouth, Ohio 45662

740-354-3939



*"Where children find their way"*



A Ministry of  
**Temple Baptist Church**  
1148 Gallia Street  
Portsmouth, Ohio 45662  
(740)353-6869

# Temple Baptist Church

1148 Gallia Street · Portsmouth, Ohio 45662

Preaching the Gospel since 1850

"Let your light so shine before men" Matthew 5:16



Pastor

Rev. John R. Gowdy

Associate For Youth

Chaz Horsley

Dear Temple Tot Families,

Welcome! Since the beginning of the Temple Tot ministry in the Bi-Centennial year of 1976, it has been a distinct privilege to participate in the development of the children entrusted to us.

As Pastor, one of the joys of this ministry is to regularly encounter former students in the community. What a blessing to now have *children of former* Temple Tots attending.

The purpose of this note is to invite you to explore the website listed above and to welcome any of your thoughts, questions, comments or concerns. Please feel free to contact me at any time.

Lastly, it is our settled conviction that the spiritual foundation of a personal relationship with the Lord Jesus Christ and living by the Truth of Scripture is of vital importance. May I personally invite you to return to Temple with your entire family on any Sunday; especially if you do not already have a church home? This congregation regularly prays for the entire staff, students and families of Temple Tots.

Grace and Peace,  
Pastor John Gowdy

Office Phone:  
740-353-6869

Fax:  
740-353-1296

E-mail:  
temple.baptist@roadrunner.com

Website:  
www.templetime.org

# Contents

<b>Letter from Pastor John Gowdy</b>	
<b>Philosophy and Goals</b>	<b>3</b>
<b>Center/Program Information</b>	<b>4-6</b>
<b>Tuition/Fees and Policies</b>	<b>6</b>
<b>Developmentally Appropriate Classroom</b>	<b>7</b>
<b>Guidance and Management</b>	<b>8</b>
<b>Dismissal</b>	<b>8</b>
<b>Developmental Screening/Assessments</b>	<b>8</b>
<b>Potty Training</b>	<b>9</b>
<b>Nap and Rest Time</b>	<b>9</b>
<b>Outdoor Play</b>	<b>9</b>
<b>Supervision</b>	<b>9</b>
<b>Parent/Guardian Involvement/Communication</b>	<b>10</b>
<b>Childrens Records</b>	<b>10-11</b>
<b>Arrival/Departure</b>	<b>11</b>
<b>Children Arriving from Other Programs</b>	<b>11</b>
<b>Release of Children</b>	<b>11</b>
<b>Custody Agreements</b>	<b>11</b>
<b>Child Abuse Reporting</b>	<b>12</b>
<b>Accidents/Emergencies</b>	<b>12</b>
<b>Management of Illness</b>	<b>12</b>
<b>Emergency Transportations</b>	<b>13</b>

<b>Medications</b>	<b>13-14</b>
<b>Immunization Policy</b>	<b>14</b>
<b>Meals and Snack</b>	<b>14</b>
<b>Vacations</b>	<b>15</b>
<b>First Day of School</b>	<b>15</b>
<b>Toys from Home</b>	<b>15</b>
<b>Birthdays</b>	<b>15</b>
<b>School Cancellations/Inclement Weather</b>	<b>15-16</b>
<b>Field Trips/Swimming</b>	<b>16</b>
<b>Center Parent Information</b>	<b>16-17</b>
<b>Parent Required Signature</b>	<b>18</b>

## **Temple Tots Preschool and Day Care**

**1148 Gallia Street**

**Portsmouth, Ohio 45662**

**Phone:740-354-3939**

**[Templetots1976@gmail.com](mailto:Templetots1976@gmail.com)**

**[www.templetotspreschool.com](http://www.templetotspreschool.com)**

**Hours: Monday-Friday**

**6:30am-6:00pm**

Welcome to Temple Tots Preschool. This handbook contains information regarding our preschool and summer program. It is very important that you read this handbook and keep it handy as long as your child is enrolled with us. It will answer many of the questions you may have about Temple Tots Preschool. If you have any further questions, please feel free to speak to us in person, on the phone, through email, or through Facebook Messenger.

Our formal way of sharing information with parents is through the handbook, center postings, and written letters. Someone is always available to respond to your questions, concerns, and comments. It is important to us that you feel you are always welcome in the center and that we are partners with you in supporting your child's growth and development.

### **PHILOSOPHY AND GOALS**

Temple Tots was established in 1976 to provide quality loving care for children. Staff recognizes the importance of balanced growth, so they will provide opportunities for mental, physical, emotional, and spiritual growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

**“TRAIN UP A CHILD IN THE WAY HE SHOULD GO: AND WHEN HE IS OLD,  
HE WILL NOT DEPART FROM IT.” PROVERBS 22:6**

Temple Tots provides a Christian atmosphere in which each child may grow and develop. Each employee provides a personal testimony of having trusted Christ as their personal Savior. Temple Tots' year of learning is planned in light of general developmental characteristics of the young child. Each learning experience is designed with individual differences and special needs of each child in mind.

## **HOURS AND DAYS OF OPERATION**

Temple Tots will be in operation Monday through Friday, 6:30am to 6:00pm. The center will be closed to observe the following holidays:

- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving and Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

During the holidays the center will be closed, no tuition fees will be charged for these days. The center will close a week before school begins in August to prepare for the new school year. The center also closes for 2 days after closing ceremonies to prepare for our summer program.

## **LICENSE**

Temple Tots is a legally operating child care center, licensed by the Ohio Department of Job and Family Services. The license is located in the first hallway on the bulletin board.

## **STAFF/CHILD RATIO MAXIMUM GROUP SIZE:**

Temple Tot will not exceed the following state required ratios.

1:12 Preschoolers (3 years- 4 years)

1:14 Preschoolers (4 years until eligible for kindergarten)

1:18 School age children (eligible for school)

Ratio for preschoolers may be doubled for 1 ½ hours at naptime as long as all the children are resting quietly on their cots and enough staff is in the building to meet regular required staff/child ration if there is an emergency.

The maximum group sizes are as follows: 24- 3-year-olds, 28- 4 to 5-year-olds, 36- School-age Children.

## **A TYPICAL DAY AT TEMPLE TOTS**

**6:30-7:30 am** Arrival and Welcome: A gentle start to the day where the children are greeted by their teachers and friends.

**7:30 am** Morning Bible Story Time

**8:00 am** Breakfast

**8:30 am** Circle Time: We gather to share, sing songs, and discuss the day ahead.

**8:45 am** Learning Activities: Engaging and interactive sessions focusing on literacy, math, and science concepts.

**10:00 am** Snack Time: A healthy snack to refuel and refresh.

**10:30 am** Outdoor Play: Time to stretch those little legs in our safe outdoor play area, weather permitting.

**11:00 am** Fine Motor Journal Work: Activities like writing, drawing, and cutting, aimed at boosting students' fine motor skills.

**11:30 am** Lunch Time: Nutritious meals served with love, catering to all dietary needs.

**12:15 pm** Quiet Time/ Nap: A peaceful break for rest or quiet activities to recharge for the afternoon.

**1:30 pm** Gross Motor Skills: Time to stretch those little legs in our safe outdoor play area, weather permitting.

**2:15 pm** Bible Stories and daily devotional.

**3:00 pm** Circle Time Review: Reflect on our day's journey, filled with learning and smiles.

**3:30 pm** Child care begins!

**4:00-5:30 pm** Classroom Learning continues!

**5:30 pm** Prepare for the end of the day.

**6:00 pm** End of day!

Our daily schedule is designed to balance educational objectives with the natural rhythms of young children, promoting a love for learning while respecting their need for play and rest.

## **TUITION/FEES AND PAYMENT POLICYS**

Number of Children	Rate ½ day	Full Day
1	\$18.00	\$24.00
2	\$ 29.00	\$41.00
3	\$ 36.00	\$ 52.00

Children picked up after 12:30pm will be charged a full day's tuition. Children must be enrolled at least 2 days per week. Acceptable forma of payment are cash, Venmo (paid to @Templetots-Preschool) and check. All checks should be made payable to Temple Tots.

In the event of an absence, please notify the center. Full payment is expected as agreed upon in your signed contract.

The Temple Tots tax ID number is available upon request.

## **ADMISSION/REGISTRATION**

A child is considered enrolled in the center only after the following has been confirmed:

1. Space for your child has been confirmed
2. All required paperwork has been received, reviewed, and approved.
3. Registration fee is \$25.00 paid for new students.
4. If your child is a returning student, you must ensure that all forms are updated with correct information, an updated medical form has been signed by a physician or certified nurse practitioner, and all contact information is correct.

## **REGISTRATION FEE**

There is an annual, non-refundable registration fee of \$25.00 for new students. A child is not considered enrolled until the registration fee is received.

## **LATE PICK-UP CHARGES**

If a parent realizes that circumstances beyond their control are going to delay picking up their children, a phone call is mandatory. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$2.00 per minute per child will



be charged after 6:05 pm. Please remember our staff members are anxious to get home to their families on time.

## **DELINQUENT ACCOUNT/ RETURNED CHECKS**

A fee of \$5.00 per day will be charged to your account if payment is not received by the designated day, unless arrangements have been approved by the administrator. A \$25.00 fee will be charged for any returned checks due to insufficient funds. When this occurs, the parent will be required to pay in cash until all account balances are settled.

## **DEVELOPMENTALLY APPROPRIATE CLASSROOM**

A developmentally appropriate classroom is like a good home: children can learn through playing, cooking, watching, listening, acting, reading, and writing or pretended writing. It is a place where they can explore their environment, ask questions, and answer questions. It is a place where the teacher is like a parent—reading to the children and talking about the stories they read; writing for children and allowing them to write for different purposes; taking time with the children to explore their community on field trips; and talking about those experiences together. It is a place where children clean up after themselves, learn more about familiar and unfamiliar topics (usually called themes), and learn more about what interests them most- themselves. Most importantly, it is a place where children learn that reading provides both enjoyment and information, and they develop the desire to read and write (Hall and Cunningham, 1997).

## **SKILLS UNDER CONSTRUCTION**

Skills under construction include:

Cooperating	Imagining
Comparing	Measuring
Classifying	Arranging
Analyzing	Patterning
Organizing	Planning
Creating	Communicating
Balancing	Predicting
Matching	Self-regulating
Concentrating	Discriminating
Socializing	Cutting
Climbing	Numbers

Phonics

Helping

Hopping

## **GUIDANCE AND MANAGEMENT POLICY**

Temple Tots Preschool maintains that helping a child learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they, in turn, will learn to respect the teacher and their friends. Our expectations are kept within the child's capabilities, and the child will be made aware of these expectations. Positive reinforcements (commenting on children doing the "right" thing, positive redirection, removing the children and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep, or toileting accidents.

If a child is consistently endangering himself, his peers, staff members, and/or interrupting the learning process of his peers, it may become necessary to dismiss the child. 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 our primary concern. In certain cases, the administrator may deem it necessary for immediate dismissal.

If the child demonstrates behavior that requires frequent extra attention from a staff member, we may choose to develop and implement and implement a behavior management plan. This plan would be developed in consultation with parents and would be consistent with the requirements or Rule 5101:2-12-19 OAC.

## **DISMISSAL**

The school reserves the right to dismiss any student/ family that fails to comply with the existing center policies, and/ or situations that present a risk to the health, safety, or wellbeing of children, staff, or the program; or for non-payment of tuition and fees.

## **DEVELOPMENTAL SCREENING/ASSESSMENTS**

Young children at the center are first given the Brigance Early Childhood Screener, and then will be assessed a minimum of two times a year. The first assessment is done during the week before the new school year starts. If your child starts after the school year has begun, they will be assessed within 45 of enrollment. The children are observed in their natural classroom environment on a daily basis. Work samples are also collected throughout the school year and are placed in a folder with the child's name. The assessment is used as a planning tool for each child and the classroom as a whole. The written assessments are kept confidential in folders with the child's name. Assessments are shared with parents during parent-teacher conferences toward the end of the year, or when requested.

## **POTTY TRAINING**

The center is only licensed to accept children who are toilet trained. The use of diapers or pull-ups are not permitted.

## **NAP AND REST TIME**

Nap and rest time shall meet the developmental needs of the child. Any child who does not fall asleep during a designated nap time (30 minutes) shall have the opportunity to engage in quiet activities. The child must remain sitting or lying on their cot while involved in quiet activities.

## **OUTDOOR PLAY**

Outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when temperatures (wind chill or heat index) drop below 32 degrees or rise above 90 degrees. If the situation requires it, we will adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor play. Please send your children with the proper clothing so they may be comfortable, and safe whenever we are outside. This includes pants, hats, mittens, and boots in the winter. In the spring and summer, we ask that you do not dress the children in flip-flops or any shoes without backs.

## **SUPERVISION POLICY**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our store. Staff members are alert to the safety needs of children, anticipate possible hazards, and always take the necessary precautionary and preventative measures.

## **SUPERVISION OF PRESCHOOLERS**

All children are supervised at all times by a staff member, and there is a director of designee preset at Temple Tots at all times as well. If a child becomes ill, they will be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

## **SUPERVISION OF SCHOOL-AGE CHILDREN**

A child of school-age is allowed to go unescorted to the restroom and run errands inside the center. A group of no more than six students, fourth grade 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 staff member can hear the children at all times and check on children periodically.

## **PARENT/ GUARDIAN INVOLVEMENT**

We believe in a strong parent partnership. Custodial parents/ guardians are always welcome at Temple Tots. Whether that is being a part of the classroom or volunteering for special projects and/ or field trips, there is a place for you at Temple Tots Preschool.

## **OPEN DOOR POLICY**

While we do have an open-door policy, we are currently following CDC guidelines which limits the number of people allowed in a classroom. If you would like to visit for the purpose of contacting your child, evaluating the care provided, or observing the premises, please make an appointment.

## **PARENT/TEACHER COMMUNICATION**

Mutual respect between teachers and parents is highly valued and promoted through open and on-going communication. Sharing information occurs during the daily arrival and departure boards. We use email and the Temple Tots Preschool Facebook profile, including Facebook Messenger, as a way to effectively communicate. Parent- teacher conferences are held twice a year, or as requested. Conferences give parents and teachers opportunities to exchange information about the child's progress in all domains. You may call the front desk and request a teacher contact you. If so, the teacher will return your call as soon as possible, unless it is an emergency. Please check your child's folder daily for any important information.

## **PROCEDURES FOR RESOLVING PARENTAL CONCERNS**

Parents are encouraged to discuss concerns about their child, or concerns about their child's classroom with their child's teacher. Parents are to address concerns with their child's classroom teacher by asking for a parent- teacher conference. Staff will work you the parent's schedule to set a time for all concerned. If the parent wishes to discuss a concern with the Director, they may make an appointment to address their concern, or they may email the Director at [templetots1976@gmail.com](mailto:templetots1976@gmail.com)

## **CHILDRENS' RECORDS**

Students' records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records anytime the center is open.

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released and the reason or purpose for the release of information.

## ARRIVAL/DEPARTURE

Parents are required to sign their child in on the tablet, and then bring their children into the classroom. Any special messages, medication, special pick-up notes, etc. are to be given to the teacher or the person at the desk. Children may not be dropped off at the entrances of the building or be sent inside alone. Parents are responsible for the supervision of their child until signed in and the child is turned over to their teacher. Staff must be made 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 teacher or another staff member to ensure that staff is aware that the child has been picked up. No child is permitted to be passed over the playground fence for pick-up or drop-off. Each child must also be signed out at departure time each day.

## CHILDREN ARRIVING FROM OTHER PROGRAMS

It may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the other program the child was to arrive from to confirm that the child was scheduled to be at the center that day. We will then consult with the parent to determine communication errors. For this reason, **it is very important that parents contact the center with their child is not going to be attending.**

## RELEASE OF A CHILD

Staff will release children only to persons on the release form provided by parents. **If an emergency arises, the parent must call the center immediately giving that person permission to pick up the child.** Staff will check IDs of anyone they do not recognize. Please let people know about this ahead of time so they can bring a picture ID, and are not offended. The children's safety is our priority!

**Staff will not** release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

## CUSTODY AGREEMENTS

If there are custody issues involving your child, you must provide the center with appropriate court documents indicating who has permission to pick up the child. The center will deny access to a child without proper documentation on file.

## CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

## ACCIDENTS/ EMERGENCIES

The center has devised several procedures to follow in the event that an emergency should occur while your child is in the center's care. In the event of a fire or tornado, staff will follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to follow to assure that all children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center will conduct a monthly fire drill and periodic tornado drill. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the center our emergency destination is the Carousel Center, located next door. A sign will be posted on the main door of the building indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report will be provided to the parent.

There is always at least one staff member present that has received training in first aid/communicable diseases and CPR. In the case of a minor accident/injury, staff will administer basic first aid and emotional support. If the injury is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, The EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital of choice will all available health records. **Staff will not transport children in their personal vehicles. Only parents or EMS will transport.**

An incident/injury report will be completed and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid., the child receives a bump or blow to the head, the child has to be transported by emergency squad, or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

## MANAGEMENT OF ILLNESS

Temple Tots provides children with a clean and healthy environment. However, we realize that children, become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses in the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their

general health. We ask that you not bring a sick child to the center. **We will have to call you to return and take them home!** Please also plan ahead and have a backup care plan in place in case you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact.

- Temperature of 100 F in combination with any other sign of illness
- Diarrhea (more than three abnormally loose stools within a 24-hr. period)
- Severe coughing (causing the child to become red in the face or to make a whooping cough)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted lashes, burning or itching of the eye
- Untreated skin patches, unusual spots or rashes, burning or itching areas with thick drainage on skin.
- Unusually dark urine or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once when accompanied by other signs of illness
- Sore throat or difficulty swallowing
- Head pain not relieved by cool cloth and a quiet atmosphere

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. Anytime a child is isolated, they will be kept within sight and hearing of a staff member. The cot and any linens used will need to be washed and disinfected before being used again.

Parents will be notified by a sign posted at the desk area if children have been exposed to a communicable illness. Children will be re-admitted to the center after 24 hours of the time of their dismissal and being 24 hours free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious. If your child has been diagnosed by a doctor with any communicable diseases, please call our center and let us know.

## **EMERGENCY TRANSPORTATION**

If a parent chooses not to authorize permission for emergency transportation in the event of an emergency, the parents must meet with the Director to discuss the potential ramifications of that decision. They must also sign a document releasing Temple Tots Preschool from any liability.

## **MEDICATIONS**

Temple Tots will not administer any medications except emergency medications and daily insulin injections. Emergency medications include:

- Epi-pen- for allergic reactions

- Benadryl- for allergic reactions (not for allergies)
- Rescue Inhaler- for asthma attacks

These medications must come to the center in the original pharmacy container with the pharmacy label. A physician's order signed by the physician/ physician assistant/ nurse practitioner and signed by the parent must accompany the medication. Benadryl may come to the center without a pharmacy label but must still come in the original box.

## **IMMUNIZATION POLICY**

We ENCOURAGE all families to follow the CDC vaccination schedule. The Ohio Revised Code 5104.014, Division B says we must have a copy of your child's immunization record. If you choose not to follow the CDC vaccination schedule, you must have a signed document from your child's doctor as well as the State of Ohio Legal Immunization Exemption Per Ohio Statute 3313.671.

## **LICE POLICY**

Any child with live lice found in their hair will be sent home immediately. The child will be allowed to return after they have received treatment, and there are no longer living lice on their head. If assistance is needed for checking your child's hair or with cleaning out nits, please visit the local Health Department as they offer those services for those services for free.

## **MEALS AND SNACKS**

Temple Tots will offer breakfast from 8:00am to 8:30am, Lunch starts at 11:15 for 3's and 11:30 for 4's. As of December 2023, we have begun our Catering Menu offered each morning for breakfast as well as for lunches. This is a great way to ensure your child is receiving a nutritional breakfast and lunch each day. Breakfast is \$2 each day and Lunch is \$3 each day. If you choose to not order from our catered menu, we also serve cereal with milk, and/or juice each morning for free. Families will be required to pack a nutritional lunch from home. There will be an afternoon snack at 3:00 pm. Snack will contain at least two nutritional foods. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

## **MODIFIED DIETS**

Parents may bring in special milk (soy, organic, etc.) for their child. This milk must be labeled with the child's name and placed in the school refrigerator. If parents do not wish to have their child drink cow's milk or a milk substitute, or in cases of special diets where an entire food group needs to be eliminated, the form JFS 01236, request for a modified diet, must be completed and signed by a licensed physician.

In cases of specific preferences (e.g., no pork, etc.) or food allergies the parents should notify the Director and complete form JFS 01236, Child Medical/Physical Care Plan, which provides a more detailed description of specific conditions and necessary procedures to be followed.



## **VACATIONS**

The center must be notified of vacation dates at least two weeks in advance. Each child is granted vacation days (after 90 days of attendance) when attending the FALL/WINTER school session. These days may be used individually or for an entire week, based on your arranged days and hours of care (Ex. 3 days per week = 3 vacation days). If the child is on vacation for more than the agreed days, normal rate will be charged. Weekly tuition will be adjusted for eligible students using approved vacation days.

## **FIRST DAY OF SCHOOL**

Please provide a bag with a complete change of clothes in case of an accident, including shirt, underwear, shorts, or pants, and socks. All items should have your child's name on them. These clothes must stay at school unless we need to send them home to be washed. Please make sure all clothing is appropriate for the season. If your child stays a full day, they will need a pillow and a blanket for rest time. The pillow and blanket will be sent home every two weeks to be washed.

## **TOYS FROM HOME**

The center has enough materials in the classrooms that children do not need items from home. Children are encouraged to not bring toys from home as toys break or become lost or misplaced. Often a blanket or special item from home does not give support to a child during rest time. Children may not bring in toy guns or knives, items of great value, items that are sharp, pointed, or a choking hazard.

## **BIRTHDAYS**

Parents may bring in a special snack or cupcakes on your child's birthday. We are not allowed to serve homemade items for these occasions please send in store bought items. Please ask your child's teacher for the best time to do so. A class list will be provided upon request.

## **SCHOOL CANCELLATIONS**

Our Center will operate as a full day, childcare program for school-age children when their regular school is closed for vacation, delays, or cancellations. These children will need to have all forms and emergency contact information on file. Parents must contact the center before bringing the child to make sure there will be appropriate staff ratio. On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, we will send out a message alerting you of any changes. On these occasions when Temple Tots is closed due to inclement weather, there will be no fee for that day, otherwise, full tuition is required. Any time the Scioto County Sheriff declares a Level II snow

emergency, the center will be closed. You can also watch WSAZ or listen to WNXT to be alerted of closing information.

## **FIELD TRIPS**

We will be taking periodic trips, which will be done with a trained staff member using our Temple Tots bus, or by walking. A signed field trip permission slip form is required from all parents. Before departing the center, a count will be taken of all children, and they will be marked present on separate attendance sheets, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated during the field trip, upon leaving the destination, and returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising.

## **SWIMMING INFORMATION**

Swimming activities will be provided during the summer program. We will take the children to a local pool (weather permitting). A lifeguard will be present at all times and center staff will actively supervise the children. **Parents must sign a permission slip prior to the event.** The permission slip will also include the staff/child ration that will be followed while the children are at the pool and specify if additional adults will be in attendance. Younger children will be provided with water play opportunities at the center. These may include sprinklers and small wading pools, less than 24 inches deep. Parents will also be asked to sign written permission slips prior to children engaging in this type of water play. Please remember to send bathing suits, towels, and sunscreen for your children. You must have a medication/permission form completed in order for us to apply sunscreen. If your child burns easily, please include a lightweight t-shirt that they may wear over their swimsuit.

## **CENTER PARENT INFORMATION**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

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

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

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

The Administrator's hours of availability and child/staff ratios are posted in the noticeable place in the center for review.

The licensing record including inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

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

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>

## Parent's Required Signature

Parents, after reading the handbook, please sign and return this page to the Director. This must be done before the child attends the center. Please ask the Director any questions about the policies in the handbook. Also, please fill out the agreed number of days and the days of the week your child will be attending

I acknowledge that I have received and read a copy of the Parent Handbook for Temple Tots Preschool. I agree to abide by all policies outlined within.

I agree that my child/children \_\_\_\_\_ will attend on the following days:

Circle Days:

Full Day: Monday, Tuesday, Wednesday, Thursday, Friday

Half Day: Monday, Tuesday, Wednesday, Thursday, Friday

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Weekly Tuition: \$ \_\_\_\_\_

I understand that by signing, I agree to pay the weekly tuition rate throughout the times my child is enrolled, regardless of absences.

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Administrator's Signature**

\_\_\_\_\_  
**Date**