

**Ann's Bright Beginnings Preschool, Ltd.  
211 Emerald Road  
Paulding, Ohio 45879  
419-399-5437 (center)  
419-670-4341 (owner's cell phone)**

**Tax ID: 20-2631764**

**Welcome to Ann's Bright Beginnings Preschool!** The following information is supplied to help answer any questions you may have about this preschool/daycare. If you have further questions, please do not hesitate to ask the owner, Ann Miller.

**PRESCHOOL INFORMATION** - turn ahead for daycare specific information

1. The goals of Ann's Bright Beginnings Preschool are numerous. The major goal of the three-year-old class is to help the children become aware of the world that is one step outside of their family circle, and to encourage them to enjoy the company of other children their age. As the year progresses, the children will, hopefully, improve social skills and their ability to share and take turns. They will have experiences in listening and following directions, in art and music, and in developing the large and small muscles in their growing bodies.

The major goal of the 4's and 5's class is to help children develop a positive self-concept and to be ready for their kindergarten experience. By attending this preschool, the children will, hopefully, develop social skills, learn to take turns and share (not only toys, but time and attention as well), and develop better listening and language skills. They will have the opportunity to improve finger dexterity, memory, self-awareness, body control, self-expression, early

literacy, and music skills. We encourage their sense of group identification, their creativity and art skills, and their ability to make choices, as well as cognitive development and independence.

2. This preschool is authorized to serve **24 children per session**. Ann's Bright Beginnings Preschool will have two staff members for each class. The state required staff-child ratio for three year olds is 1:12. The state required staff-child ratio for four and five year olds is 1:14. Three's classes are separate and held on different days from the 4's and 5's.

3. Ann's Bright Beginnings Preschool is in session five days per week. Three-year olds attend on **Tuesday and Thursday** and four and five-year olds attend on **Monday, Wednesday and Friday**. **Morning class meets from 8:00 - 10:45**. Arrival time is between five 'til eight and 8:00. We will follow the calendar of Paulding Exempted Village Schools, except as noted in monthly newsletters. To find out about **weather-related closings and delays**, tune into local radio and/or TV stations. If **Paulding Schools are delayed two hours**, we will begin at 10:00 A.M. Morning classes will run from 10:00 to 12:00. If **Paulding schools are delayed three hours**, we will begin at 11:00 A.M. Morning class will run from 11:00 to 12:30. If **Paulding Schools are closed for the day due to weather, we will also close for the day**. Should more than five days be lost to cancellations, the additional days will be rescheduled or refunded.

Please note that parents are required to bring their child UP TO the door at arrival time. Any special messages, pick up notes, etc. are to be given directly to the teacher. Children may NOT be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs.

4. All children enrolled in this center must be completely potty-trained (this includes NO pull-ups!) and able to help themselves in the bathroom. We do understand that accidents sometimes happen. If your child would happen to soil him/herself, a parent or guardian will be contacted and requested to visit the school for immediate assistance. Your child will be made comfortable during the wait for parent arrival. Repeated occurrences of soiled or wet clothing may result in a request for the child to be withdrawn from the class. A change of clothes kept in your child's book bag (for a wet accident only) is very helpful should this scenario occur!

5. Ann's Bright Beginnings Preschool offers extended care for any child attending preschool at this facility. Three, four and five year olds may be in attendance at the preschool from 6 A.M. until 6 P.M. Monday through Friday. All children will be required to bring a packed lunch (plus breakfast food, if applicable) that includes an ice pack. All children staying during rest time will need to purchase a nap pack for \$20.00. This nap pack includes a small blanket and pillow inside a vinyl bag. All linens will be sent home at the end of the week to be washed and returned. All children will benefit from an extra skill or craft, rest time and extra centers for their enjoyment and learning needs. Extended care rates are separate from preschool rates and a rate schedule is included in this packet for your convenience. Bills for extended care will be sent home at the first of each week for the preceding week OR, you can check with staff for your total to be paid on Friday (preferred). Payment is expected promptly. Any extended care child not current by the end of the following month, will not be allowed to return until payment is received in full.

6. All children attending this preschool must have the **Emergency Medical Transportation Authorization Form** signed and returned by the first day of school. In case of severe emergencies, our staff trained in first aid will administer first aid, summon emergency transportation, and contact parents.

This is a requirement at this center. Those parents who refuse to sign the portion of the Emergency Medical Transportation stating the center will call 911 for emergencies, will not be permitted acceptance to this center. If a child is not feeling well and/or is feverish, we will have the child rest away from the other children and telephone parents to take the child home. If your child must have medication, please administer it before bringing him/her to preschool. **There will be no medication administered at Ann's Bright Beginnings Preschool** except for life sustaining incidents (ex. Bee or peanut allergy, diabetes, asthma, etc.). This policy does NOT apply to children who are here all day with us. Medication will be determined for our daycare children, on an individual basis and at the discretion of the administrator.

7. All children attending this preschool must present a **Child's Medical Statement, signed and dated by your doctor**. Each child should have these immunizations: 4 DTPs, 3 polios, one MMR, 3 doses of Hepatitis B and 3 or 4 Hib vaccines (depending on the vaccine type). The vaccination schedule is included in this packet for your convenience. This medical form, signed by the physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months. Vaccine exemption forms are available upon request. Those parents choosing to sign the exemption form will be alerted if an outbreak occurs and will be asked to keep their child out for the duration of the illness. The Paulding Health Department will determine how long their child will need to remain home or away from the center.

8. A nonrefundable **registration fee** of \$25.00 will be paid at the time of registration. A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received and reviewed and approved by the administrator. If a child is withdrawn more than 30 days, a new registration fee

will be charged and due.

9. This center will be in operation Monday through Friday from 6:00 AM to 6:00 PM. This center will close to observe the following holidays, Thanksgiving, Christmas, Martin Luther King Day, President's Day and Good Friday. Full tuition is due for the weeks in which these fall.

10. **Tuition** will be the same amount per month, regardless of how many sessions are in the month. Tuition is payable to Ann's Bright Beginnings Preschool, Ltd. by the 25<sup>th</sup> of each month for the coming month. (ex: October tuition is due September 25<sup>th</sup>.) Your cancelled check is your receipt. If paying cash, please place the exact amount in an envelope clearly marked with your child's name. A receipt will be issued for cash. Tuition for the three and young four year olds (Tuesday and Thursday class) will be \$85.00 a month. Tuition for the four and young five year olds (Monday, Wednesday and Friday) will be \$125.00 a month. Preschool tuition remains the same regardless if your child misses due to illness, vacation, etc. If a situation should arise during the year that would delay your payment, please speak to Mrs. Miller so that alternate arrangements can be made. September tuition is due on or before the first day of preschool. Any tuition payment paid after the due date will be assessed a \$10.00 charge PER WEEK. Any returned check will be charged a \$30.00 bank charge and asked to pay in cash or money order. Any preschool child not current by the end of the following month, will not be allowed to return until payment is received in full.

11. Each preschool day includes a **snack**. Students take turns bringing the snack, with each child's turn coming up several times during the year. Snacks should be nutritious and must include two food groups. Snack schedules and idea lists will be sent home the first day of school and periodically throughout the school year. Those children attending extended care will be asked to

provide us with nutritious snacks and milk periodically throughout the year.

12. **Dismissal time** for the morning class will be at 10:45. The children will be brought to the front door by the preschool staff and will wait there for the **appropriate person** to pick him/her up. Please make grandparents, sitters, etc. aware of this policy. If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. **A late charge of \$2.00 for every five minutes will be charged for any preschool child not picked up promptly at dismissal time. Any extended care child not picked up by 6 P.M. will be charged \$1.00 per minute past 6:00 P.M. There is a minimum charge of \$10.00 for those not picked up by 6:00 P.M. These late fees will be strictly enforced.**

13. If you wish for your child to be **released to a person other than yourself** at the close of preschool, you must notify a staff member. If your child will be regularly met by someone other than the parent or guardian, (grandparent, babysitter, carpool, etc.), you may send one note to cover an extended period of time. During the year, please report any change in phone number, address, babysitter, change of employment, persons allowed to pick your child up, etc. to your child's teacher. This keeps our records current and helps ensure the safety of your child. Please note that staff will only release children to persons on the release form included in the admission packet. If an emergency arises, the parent or guardian must provide a written, signed note giving the person permission to pick-up their child. Staff WILL CHECK the ID of anyone they do not recognize (including parents!). Please let your pick-up person know our policy so they can have the picture ID ready at the door. Your child's safety is our top priority! Staff will not release any child, 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.

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. Custody issues are between YOU and the other parent. The preschool will NOT be involved in a custody issue. Payment issues between biological parents are also between them – the preschool/daycare will NOT become involved in payment issues.

14. **Rosters** of parent's names and phone numbers are available upon request. Your child's name will NOT be included on this roster. If you do not wish to be included on this roster, please check the appropriate box on the Child's Medical Authorization Form.

15. Should it be necessary to **permanently withdraw** your child from preschool before the end of the school year, please notify Mrs. Miller. Another child will then be put in your child's place. There is no penalty to withdraw your child, however, all costs incurred are expected to be paid promptly. Charges and late fees will continue until payment is received in full or a payment arrangement is worked out with the administrator.

16. When your child is absent, please call the school (419-399-KIDS) and inform them why your child will not be attending class that day. This helps us to be informed on symptoms to look for in another child and to plan for our day.

This 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 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 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 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>

## **DAYCARE INFORMATION**

1. This daycare provides services for children age 3 through 15. Our daycare is open from 6 AM until 6 PM Monday through Friday. During the summer months, the school age children will take advantage of the free lunch program at LaFountain Park provided by NOCAC (Northwest Ohio Community Action Commission). Other days, all children will be required to pack a healthy lunch and shall include all food groups and an ice pack. The center will supplement food when the child's packed lunch does not include sufficient food for the day.

2. All preschool age children attending this center must have the

**Emergency Medical Transportation Authorization form** signed and returned by the first day here. In case of severe emergencies, our staff trained in first aid will administer first aid, summon emergency transportation, and contact parents. This is a requirement at this center. Those parents who refuse to sign the portion of the Emergency Medical Transportation stating the center will call 911 for emergencies, will not be permitted acceptance to this center. If a child is not feeling well, and/or is feverish, we will have the child rest away from the other children and telephone parents to take the child home. If your child must have medication, please administer BEFORE bringing him/her to the center, if at all possible. School age children will not be permitted to carry their own medication or ointments. **Any child requiring medication while at the daycare, will be required to fill out form JFS 01217 and comply with all the rules it contains. Medication issues will be dealt with on an individual basis and will be at the discretion of the administrator.**

3. A non refundable **registration fee** of \$25.00 will be paid at the time of registration. A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space, and the required paperwork is received, reviewed and approved by the administrator. If a child is withdrawn more than 30 days, a new registration fee will be charged. Pick up time is 6:00 P.M. - NO LATER. There is a \$1.00 per minute past 6:00 P.M. charge for any child not picked up promptly. There will be a \$10.00 minimum charge. This policy will be strictly enforced.

4. This center will be in operation Monday through Friday from 6 A.M. to 6:00 P.M. This center will close to observe the following holidays: Labor Day, Thanksgiving, Christmas, Good Friday, Memorial Day and Independence Day. Other holidays will be assessed according to census.

5. In case of a school delay or cancellation, your child is welcome to stay at

the center. Please check the rate schedule to see how your weekly rate will be affected. To find out about **weather-related closings and delays**, tune into local radio and/or TV stations. You may also call the Paulding Exempted Village School at 419-399-4656 to be included on the Honeywell Instant Alert System (highly recommended).

Staff is available to walk your child (rain or shine) to school at 8:00 A.M. and to pick your child up at 3:00 P.M. Please be prepared with umbrellas and jackets if needed. If there is ANY change in your plans, you **MUST** let the administrator know. If we are expecting your child, and your child is not there, we will be calling you to find out where your child is. This takes time away from the other children and also from any parent who could be waiting at the center for pick up. You may call or text the administrator/owner at 419-670-4341.

6. Parents are required to bring their child UP TO the door at arrival time. Any special messages, pick up notes, etc. are to be handed directly to the teacher. Children may NOT be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs.

7. **Payment** is due on the last day of the week that your child is here. Your schedule will be set with the administrator BEFORE the week begins. You are responsible to pay for the number of days your child is enrolled, whether or not your child is in attendance. In case of absence, a late fee will be charged if payment is not made by the next day your child is at the center, or within one week, whichever comes first. Make checks payable to Ann's Bright Beginnings. Your cancelled check will be your receipt. If paying cash, place the exact amount in an envelope clearly marked with your child's name. There is no change available at the center. A receipt will be issued for cash payments.

Any tuition payment paid after the due date will be assessed a \$10.00 charge PER WEEK. Any returned check will be charged a \$30.00 bank charge and you will be asked to pay in cash or money order. Any child not current by the end of the following week, will not be allowed to return until payment is received in full.

8. If you wish for your child to be **released to a person other than yourself** at the close of the day, you must notify a staff member. If your child will be regularly met by someone other than the parent or guardian, (grandparent, babysitter, carpool, etc.), you may send one note to cover an extended period of time. During the year, please report any change in phone number, address, babysitter, change of employment, persons allowed to pick your child up, etc. to your child's teacher. This keeps our records current and helps ensure the safety of your child. Please note that staff will only release children to persons on the release form included in the admission packet. If an emergency arises, the parent or guardian must provide a written, signed note giving the person permission to pick up their child. A phone call **from the biological parent** will also be permissible. Staff WILL CHECK THE ID of anyone they do not recognize (including parents!). Please let your pick-up person know our policy so they can have the picture ID ready at the door. Your child's safety is our top priority. Staff will not release any child, 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.

If there are **custody issues** involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. Custody issues are between YOU and the other parent. The preschool will NOT be involved in a custody issue. Payment issues between

biological parents are also between them – the preschool/daycare will NOT become involved in split payment issues.

9. Should you need to permanently **withdraw** your child from daycare, a two week notice is required in writing. You will be asked to sign a form stating that you understand another child will be taking his/her place. You will be expected to pay for the two weeks before the permanent withdrawal.

10. **Rosters** of parent's names and phone numbers are available upon request. Your child's name will NOT be included on this roster. If you do not wish to be included on this roster, please check the appropriate box on the Child's Medical Authorization form.

11. When your child is absent, please call the center and inform them why your child will not be attending that day. This helps us to be informed on symptoms to look for in another child, and to plan for our day.

### **Staff/Child Ratios and Maximum Group Size**

Ann's Bright Beginnings Preschool will not exceed the following state required

ratios:

- 1:12 Preschoolers (3 years to 4 years)
- 1:14 Preschoolers (4 years until eligible for kindergarten)
- 1:18 Schoolagers (eligible for school)

### **Three's Daily Preschool Schedule**

6:00 - 8:00	Extended care arrival, breakfast, free play
8:00 - 8:25	Preschool arrival, free play, conversation
8:25 - 9:00	Circle time, attendance, story, songs, finger plays
9:00 - 9:30	Tabletop and early readiness activities
9:30 - 10:00	Restroom and snack
10:00 - 10:30	Free play, science, art, math, large muscle activities
10:30 - 10:45	Review day's activities and prepare for dismissal
10:45 - 12:00	extended care has outdoor activities or large motor inside in inclement weather
12:00 - 12:30	wash hands, lunch
12:30 - 2:00	restroom, rest time
2:00 - 3:00	craft, table toys, stories
3:00 - 3:30	wash hands, afternoon snack
3:30 to departure	art, free play, stories, outside time

### **Four's Daily Preschool Schedule**

6:00 - 8:00	Extended care arrival, breakfast, free play
8:00 - 8:10	Preschool arrival, welcome, small motor activities
8:10 - 8:30	Opening (attendance, story, sharing)
8:30 - 9:00	Readiness skills
9:00 - 9:15	songs, finger plays, crafts
9:15 - 9:30	restroom and snack
9:30 - 10:30	Free play, learning centers, creative activities, science, math, art, large group game
10:30 - 10:45	review day's activities, prepare for dismissal
10:45 - 12:00	extended care has outdoor activities or large motor inside in inclement weather
12:00 - 12:30	wash hands, lunch
12:30 - 2:00	restroom, rest time
2:00 - 3:00	craft, table toys, stories
3:00 - 3:00	wash hands, afternoon snack
3:30 to departure	art, free play, stories, outside time

### **School Age Daily Schedule**

6:00	arrival, breakfast, free play
7:45	Staff will walk school agers to school
2:45	Staff walks back to school to pick children up for 3:00 dismissal
3:00	Wash hands and Snack
3:30	Homework
4:30 to 6:00	crafts, outdoor activities, free centers

### **Preschool Summer Schedule**

6:00	arrival, breakfast, free play
9:15	morning snack
9:30	Morning guest or craft
12:00	lunch
12:30	rest time
2:00	craft, table toys, stories
3:00	wash hands, afternoon snack
3:30 to dismissal	crafts, movies, outdoor activities, free centers

### **School Age Summer Daily Schedule**

6:00	arrival, breakfast, free play
9:15	morning snack
9:30	guest arrives - or field trip
11:30	Lunch and lunch activities
1:00	Pool
3:00	Arrive back at center, wash hands, snack
3:30 to 6:00	crafts, outdoor activities, free centers

### **School Age Trips**

Signed routine permission slips AND a signed swimming permission slip are required. School agers will walk to places in the community during the summer including but not limited to: LaFountain Park, Paulding Carnegie Library, Paulding water park (which will require a paid pool pass), and local businesses. Monthly permission slips, indicating exactly where your child will be and what times, will need to be signed in order for your child to participate. We will remind you but it is YOUR responsibility to make sure those permission slips are current. Signed permission slips will be kept on file for these outings.

**Paulding Water Park:** Children will be supervised by Ann's Bright Beginnings staff during swimming. Lifeguards are provided by the Paulding Water Park. Staff will be positioned so all parts of the pool can be seen, including the bottom. The water park will be visited each day during the summer, weather permitting.

**Transitioning** from the preschool age group to the school ager group will be done when the child is 5 years old AND entering kindergarten in the fall. Transitioning will NOT be done in the middle of a school year, only during the months of June, July and August. Moving to the next age group will also depend on the behavior and maturity of the child involved. This decision will be a joint decision between the parent and administrator, with the administrator making the final call.

## **Safety Policy**

The following regulations shall be observed to ensure the safety of all children enrolled in Ann's Bright Beginnings Preschool, Ltd.:

1. No child shall ever be left alone or unsupervised.
2. When a parent brings a child to the building, the parent is to stay until a staff member notes the child's presence. Each child will be individually dismissed to the proper parents or guardian, unless other arrangements have been made with the staff. No child will be permitted to walk alone from or to a vehicle at any time. All children must be accompanied by either a parent/guardian OR a staff member.
3. **(PRESCHOOL ONLY)** The older class of four and young five year olds attend one field trip to visit kindergarten during the course of the school year. Transportation is provided by the transportation employees of Paulding Exempted Village Schools to visit the kindergarten classrooms. The children's emergency information and the first aid kit will accompany them on the field trip. Staff/child ratios are maintained at all times. Each child on the trip will wear identification containing the preschool's name, address, phone number and teacher contact number. Before departing the center, a count will be taken of all of the children. Upon arrival at the destination, another count will be taken to assure all children have arrived safely. This process will be repeated upon leaving the destination and returning to the center. Before any child participates in this field trip, the center will obtain written permission from the

parent or guardian.

4. A preschool staff member shall immediately notify the local children's protective agency if that staff member suspects that a child has been abused or neglected.
5. Spray aerosols shall not be used at any time in areas where children are present.
6. An incident report will be completed when an accident or injury occurs, or when emergency transportation of a child is necessary. This center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. Incident reports are needed 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. This portion of the Emergency Medical Information MUST state that you give permission for Ann's Bright Beginnings to call 911 to transport your child in case of emergency. Refusal to sign this portion of the Emergency Medical Information will not be allowed and you will be asked to find alternate child care. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within three days of the incident.
7. To make emergency calls, staff members shall use the phone in either the classroom or the activity room or their own personal cell phones. The cordless preschool phone is taken with the staff when outdoors with the children or

during a drill.

### **Fire Emergency and Weather Alerts**

In the event of a **fire emergency**, it is the responsibility of each staff member to ensure the safe exit of all children. If a fire is suspected, **a staff member will ring the alarm.** Children will be escorted out the fire exits used during the fire drills. Orderliness and calm is maintained at all times.

Procedures for drills or an actual emergency are the same. Children will go out the nearest exit, single-file and quietly. All windows and doors will be closed, and lights turned off. Once outside the designated gathering area, attendance will be taken to assure all children are accounted for. Classes stay together and do not reenter the building until it has been deemed safe by the fire department or administrator.

In the event of a **tornado warning**, children will be taken to the bathrooms. Teachers will keep their group together and quiet. We will remain in contact with the sheriff's department and/or fire department until the alert is discontinued. Tornado drills will be conducted periodically throughout the school year but always during the months of March through September.

In case of **national disaster or intruder**, all children will be evacuated to a designated evacuation center. This information is available, upon request, to

any parent.

**Loss of water, power or heat** could result in the closing of the center. We will follow the recommendation of the Paulding Village office for loss of water, AEP for loss of power and an actual repairman for loss of heat. If it will take longer than an hour to fix, the center will need to be closed and all parents called.

Children with special needs will receive special assistance. Life saving medications will be taken on all evacuations.

Safety Policy  
Effective September 8, 2015

FIRE DRILL	once a month
TORNADO/STORM DRILL	once a month from March through September
STAY PUT or LOCK DOWN	during school safety week and quarterly throughout the year
RACE TO OUR SPACE	during school safety week and quarterly throughout the year

EVACUATION

during school safety week

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**All doors to the building will be locked.** Any parent entering the building will need to knock, be recognized by a staff member, and then allowed entrance.

PLEASE NOTE that all drills will be done on an age appropriate level. All children will be instructed that their main job is to listen to their teacher. Our staff will ALWAYS do our very best to protect your child in all circumstances. Please reaffirm over and over that the best thing your child can do in any situation is to listen to his/her teacher.

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\*Please **call the Paulding Exempted Village Schools at 419-399-4656 and ask to be put on the Honeywell Instant Alert System** so you will be “in the know”. The system will alert you to what is happening if this is an actual emergency. In an actual emergency, you will need to follow law enforcement as we protect your children.

**After the fact discipline:**

When a child hits, kicks, grabs a toy, etc., a staff person will intervene by showing the child acceptable ways to express his/her anger or frustration. The child will be encouraged to verbalize his/her feelings or to work out feelings in appropriate ways. Toilet accidents are always treated casually.

No matter what a child has done, that child is never told that he/she is bad or naughty. The child is reassured that he/she is an OK person, but sometimes the actions are not appropriate and will not be allowed.

It is important to be aware of, but not always necessary to intervene in, minor arguments. Children must learn important conflict resolution and problem solving techniques by trying them.

If a child persists in unacceptable behavior, he/she may be given a “time out” in

order to regroup and regain control of their actions. 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. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to terminate enrollment for the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of the children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents.

### **Healthy Meal, Drink and Snack Policy**

Effective September 8, 2015

#### **MEAL POLICY**

All children bringing a packed lunch to school MUST have the following items in age-appropriate serving sizes:

1. One protein
2. One vegetable
3. One fruit (not juice)
4. One whole grain

We will offer unflavored low fat milk for lunch. Beverages with added sweeteners will not be allowed or provided to children. Chilled water is always available.

Please avoid foods that do not contribute to a child's overall nutrition, such as: Lunchables, chips, cookies, fruit snacks, candy, etc.

Supplemental foods will be provided for any child who does not bring a lunch. This provided lunch will include a Chef Boyardee meal, applesauce, cheese stick and milk. This lunch is ONLY provided if a parent should happen to forget their child's lunch and will NOT be provided on a regular basis.

### SNACK POLICY

Our snacks must include two food groups. Milk or 100% fruit juice may be used as one food group. Suggestions for some healthy snack choices would be: low fat yogurt, seasonal fruit, celery and peanut butter or cheese, string cheese, popcorn, trail mix, veggies and dip, or granola. We recommend snacks containing two food groups and water to drink. Please avoid processed foods that are high in fat and sugar such as cookies and chips.

### BIRTHDAY PARTY CELEBRATION POLICY (preschool only)

Your child WILL be celebrated on his/her birthday in special, non-food ways. On their birthday (or when we celebrate their summer birthday!), all children will not only get to be the snack helper, but also the special helper of the day! The other children in the class will create a birthday card just for them and they will get to wear a special birthday pin. Birthdays are a perfect time to enjoy, or even showcase, healthy snacks! Please keep your birthday snack choices healthy ones for our children's growing bodies. If you would like to bring in

stickers or a small toy (no candy please) for your child to pass out on his/her birthday, that is fine.

### HEALTHY DRINKS POLICY

The American Academy of Pediatrics recommends limiting 100% fruit juice to a maximum of 4 ozs. daily for children up to age 3 and 6 ozs. for children older than 3.

Unflavored low fat milk is offered each day for lunch. Beverages with added sweeteners will not be allowed or provided to children.

Children at the center will not receive more than one serving of juice per day.

Chilled water is always available for children.

### Meals

Any child in attendance at this center more than four hours and up to seven hours shall have one meal\* and one snack\*\*. Any child in attendance from seven to ten consecutive hours shall have one meal and two snacks or two meals and one snack.

\*a meal shall meet one third of the recommended daily dietary allowances as specified by the United States Department of Agriculture child and adult food program child care component as outlined in 7 CFR 226-20. This includes at a

minimum, one serving of fluid milk, one serving (1 ½ oz.) of meat or meat alternative, two servings (½ cup) vegetables and/or fruits (one serving of each is recommended) and one serving (½ slice bread or ¼ cup pasta, etc.) of bread or grains.

A breakfast shall include, at a minimum, one serving of fluid milk, fruit or vegetable and bread or grains.

All food items must be stored in a lunch box/bag clearly marked with your child's name. All lunches will be stored in the classroom, so you must include ice packs in your child's lunch if foods need to be kept cold. If a lunch does not meet the nutritional requirements then supplemental foods will be kept on hand at the center.

### **Outdoor play**

This center shall provide outdoor play for each day in suitable weather for any child in attendance for more than four consecutive daylight hours. Suitable weather is defined as 25 to 90 degrees Fahrenheit. Please dress your children for the weather. A written policy listing the limitations of this said outdoor play is posted by each exit. Limitations could include, but are not limited to: temperature, humidity, wind chill, ozone levels, pollen count, lightening, rain or

ice. When children are not able to play outdoors, indoor large muscle play will be provided.

### **Management of Illnesses**

Ann's Bright Beginnings Preschool 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 preschool experience, it is possible that they may experience more frequent illnesses at 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. They will be sent home! Please plan ahead and have a back up plan in place if 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 degrees F - in combination with any other signs of illness
- Diarrhea
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- evidence of untreated lice, scabies or other parasitic infestation
- vomiting
- sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member. If a cot is used, it will be washed and disinfected before being used again.

Parents will be notified by either a sign on the door or a note in the child's book bag if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever without help of medications and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious. If a child has had head lice, the preschool policy is that he/she must remain away from preschool for three calendar days while he/she is being treated at home, and a note from the Paulding County Health Department stating that the child is nit-free must be presented upon his/her return.

The preschool's policy regarding management of communicable disease among staff is the same as for the children. An ill staff member will be replaced with a substitute staff member. If a replacement for an ill staff member can not be found, it is possible that school could be cancelled for the day. This day will be included in the five days allotted for missed days of preschool beyond our control. All attempts will be made to contact parents if school will be cancelled, or a note will be hung on the front door with our apologies.

### **Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child

care during hours of operation. If any parent (or grandparent) would like to contribute to some preschool topic or activity, or if you would like to work on a craft at home (preschool only), we would welcome your willingness and experience.

Teachers are available to discuss a child's progress or needs. We do ask, due to staff responsibilities and schedules, parents make appointments with staff when it is necessary to engage in any lengthy conversation. Teachers want to be able to focus on you and your child at these times. The administrator is available Monday through Friday, by appointment only, from the hours of 11:00 to 12:00 P.M.

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's teacher
2. Administrator

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you are entrusting us with your little ones and we want our relationship to be a good one.

**PRESCHOOL ONLY** – Progress reports will be sent home twice a year –once in November and again in April. Those children attending kindergarten the next school year will be scheduled for a parent/teacher conference in April to discuss his/her readiness. If either the parent or the teacher feels the need for additional communication, an appointment or phone call can be made at any time that is convenient to both. We encourage parents and staff members to share phone calls and notes often regarding matters big and small, as good communication between the adults in his/her life benefits the child.

**PRESCHOOL ONLY** - Newsletters are sent home monthly describing what has been happening at preschool, and highlighting the coming activities. There is always a section entitled “Important Reminders” to call certain items to your attention. Snack lists are also sent home monthly to make you aware of which dates we will be counting on you to provide the snack and how many snacks will be needed.

Thank you for choosing Ann’s Bright Beginnings – we are here to serve YOU!  
Please let us know if there is anything we can do to make your child more comfortable at our center.

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