



BLUFFTON CHILD DEVELOPMENT CENTER PARENT HANDBOOK

**325 COUNTY LINE ROAD
BLUFFTON, OHIO 45817**

419-358-8222

Infant, Toddler, Preschool & After School Educational Programs



**BLUFFTON
CHILD DEVELOPMENT
CENTER**

www.blufftonchilddevelopmentcenter.com

STATEMENT OF PURPOSE

Bluffton Child Development Center is a community service. It is state licensed through the Ohio Department of Job and Family Services to serve children six weeks through eleven years of age. The current license is posted in the lobby of the Center. The laws and rules governing childcare centers are available from the Director of the Center or found at <http://jfs.ohio.gov/>.

BRIEF HISTORY

The Inter-Church Board of Bluffton formed the Bluffton Child Development Center, originally named Bluffton Community Day Care Center, in 1977.

The center, originally located at 115 Church Street, was housed in a building owned by the First Mennonite Church. As the need for childcare grew over the years, the location at 115 Church Street was not large enough to provide childcare for all the families needing to use the facility. Plans were then made to license two additional classrooms in the Methodist Church located across the street from the original center.

Operating a center out of two separate buildings solved the immediate spacing problems, but due to the location, safety of the children became an important factor. This forced the Day Care's Board of Trustees to realize that it was now time to begin plans that would result in a new home for the Center.

Through the financial support from the community of Bluffton and the dedication and drive of the Bluffton Community Day Care Center's Board of Trustees and staff "A Good Beginning For Our Children..Today and Tomorrow" has now been achieved.

We are now located at 325 County Line Road. The building is constructed according to the standards and specifications set up by the State Department of Job and Family Services, State and Local Health Departments, and the State Fire Marshall. The center's licensing record; including compliance report forms and evaluation forms from the health, building, and fire departments are available upon request from the Ohio Department of Job and Family Services. The address is: Ohio Job and Family Services, Child Day Care Licensing Section, 30 East Broad Street, Columbus, Ohio 43215-3414.

The phone number is 1-866-886-3537 or you can go to <http://jfs.ohio.gov/>.

Mission Statement

It is the mission of the Bluffton Child Development Center to provide a program that includes a loving, nurturing environment, a professional staff and a developmentally appropriate curriculum that enables every child to grow and learn in their own unique way.

Philosophy & Education Objectives

We believe that all children should have the opportunity to learn at their own appropriate level of development. We accomplish this by a hands-on approach to education that encourages each child to become excited about the learning process. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. We are very pleased that you have chosen to include us in the growth and development of your children.

License

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information. A toll-free telephone number (1-866-886-3537) is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules.

Admissions

You will receive a packet of basic enrollment and health information. These are forms that must be filled out and turned into the center before your child can be enrolled. A child is considered to be enrolled, only after the annual registration fee (\$35.00) has been received, the director confirms the availability of space and the required paperwork is received. Any changes to this information after enrollment must be communicated to the Center immediately so that current information is always on file. This is for the safety of your child. The Emergency Transportation Form is extremely important to keep up to date, as this is the form that contains all the emergency numbers and contacts. In the event of a life and death situation, this form provides authorization for immediate on-site care, hospital preference and transportation. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 13 months until the child is school age.

Hours and Days of Operation

The center will be in operation Monday through Friday, 6:15am to 6:00pm. No child is permitted in the building earlier than 6:15am. If your child is picked up later than 6:00pm, you will be charged an additional \$1.00 for every minute you are late. This per-minute fee will pay staff members for the extra time at work. This policy will be enforced.

The center will close for all major holidays: Thanksgiving, Christmas, New Years, Good Friday, Memorial Day, 4th of July and Labor Day. If we should decide to close any other day during the year, we will let you know in advance. If we would need to close early for any reason, you will be contacted by phone to make arrangements to have your child picked up. Any time the Center is closed for a full day, you will not be required to pay for that specific day.

Staff/Child Ratios and Maximum Group Size

Bluffton Child Development Center will not exceed the following state required ratios:

1:5 or 2:12	Infants (0-12 months)
1:6 or 2:12	Infants (12 months – 18 months)
1:7	Toddlers (18 months – 30 months)
1:8	Toddlers (30 months to 36 months)
1:12	Preschoolers (3 years – 4 years)
1:14	Preschoolers (4 years until eligible for Kindergarten)
1:18	Schoolagers (6 years to 11 years)

Because we desire to provide a higher level of quality care we will strive to maintain a 1:3 ratio in the infant room and 1:5 ratio in the toddler room. Ratios for toddlers and preschoolers may be doubled for 1 ½ to 2 hours at rest time as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ration if there is an emergency.

The number of children in one group that may be cared for at any time defines maximum group size. Limitations do not include naptime, lunchtime, outdoor play or special activities. Our group sizes could be as follows but is based on ratio.

Infants 9 Toddlers 14 Pre school 24 Pre K 28 Kindergarten 14 School age 18

Daily Schedules

The childrens' daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

A typical Infant Schedule

6:15-8:30	Individual Activities-Exploration of materials
8:30-9:15	Snack (Individual feeding schedules are followed through out the day
9:15-9:30	Clean up, wash hands and snack, Diaper Checks (Individual nap schedules are followed through out the day.
9:30-10:00	Small group time
10:30-10:45	Outside Play/Indoor Gross Motor Activities
10:45-11:00	Set up for lunch, diaper checks and wash hands
11:00-11:30	Lunch
11:30-11:45	Clean up from lunch, diaper checks
11:45-2:00	Individual activities for those awake
2:00-2:30	Wash hands and Snack
2:30-2:45	Clean up, diaper checks
2:45-3:15	Small group time-exploration of materials
3:15-4:00	Outside Play/Indoor gross Motor Activities
4:00-4:15	Diaper checks
4:15-5:00	Individual activities
5:00-6:00	Quiet Activities and Pickup time

Typical Toddlers Schedule

6:15-8:00	Breakfast and supervised free choice time
8:00-8:30	Diaper Checks/toileting Older Children and wash hands

8:30-9:15	Learning Centers open, teacher assisted stations
9:15-10:00	Group Activities: Circle time, self-selected/teacher facilitated activities
10:00-10:30	Diaper Checks/Toileting Older Children
10:30-11:00	Outside/Indoor large motor
11:00-12:30	Hand wash and then lunch
12:30-1:00	Clean up, Diaper Checks/Toileting Older Children, wash hands, stories
1:00-2:30	Nap
2:30-3:00	Wake up, Diaper checks/Toileting Older Children, wash hands
3:00-3:30	Snack
3:30-4:00	Outside time/large motor
4:00-6:00	Diaper checks/Toileting, self selected activities, all learning centers open

A typical Preschoolers Schedule

6:15-8:00	Arrival, Breakfast if needed, free choice
8:00-9:00	Potty breaks, handwashing and cleanup
9:00-9:30	Circle time, weather, stories, songs
9:30-10:30	Learning stations-Sensory Motor, Science, Construction
10:30-11:00	Craft activities
11:00-12:00	Potty breaks, handwash, Lunch
12:00-1:00	Outside play/indoor large motor
1:00 –2:30	Rest time
2:30-3:00	Potty break, washup, quiet activities
3:00-3:30	Snack
3:30-4:00	Planned activities-Art, Science, Music,etc.
4:00-5:00	Outside play/Indoor large motor
5:00-6:00	Free choice until departure

A typical Latch Key Schedule

6:15-8:00	Quiet activities, games, reading, visit with friends, breakfast if needed
8:00	Bus pick-up
3:00	Bus Drop off
3:00-3:30	Bathroom break, handwash, snack
3:30-4:00	Homework or quiet activities
4:00-6:00	Will include outside activities or inside large motor, craft activities, computer time and visit with friends

We also offer a full day schedule during the Summer for School age children. Please ask for more information.

Tuition/Fees and Payment Policies

You will receive a rate sheet in your enrollment packet. This will cover all full-time and part-time weekly rates. Your rate will be discussed at enrollment. Payments are due on Monday (or first day of the week your child is in attendance) for that week. Any tuition payment that is more than two weeks past due will be considered delinquent. (See Delinquent Accountson page 6).

Payments being made by check can be placed in the mailbox in the front office. Please make checks out to BCDC or Bluffton Child Development Center. If you pay by cash, please give to whoever is in the front office and they will print you out a receipt. If special arrangements are needed for payments, please feel free to discuss it with the Director.

Vacations: The Center must be notified of vacation dates ahead of time. Each child is granted 5 free vacation days per year if they are enrolled full-time, 4 days if enrolled only 4 days, 3 days if enrolled 3 days, 2 days if enrolled 2 days and 1 day if enrolled 1 day per week. These days may be used individually or for an entire week. If the child is on vacation more than the allotted vacation days, the normal rate will be charged after the days are used even if the child is not in attendance. To request your days, you will find vacation request forms above the parent's desk. You can fill it out and leave it on the Secretary's desk in the front office.

Holidays: You will not be charged for the following Holiday closings. Thanksgiving, Christmas, New Years, Good Friday, Memorial Day, 4th of July, and Labor Day.

Registration Fee: An annual, non-refundable registration fee of \$35.00 is charged. This fee is for each child enrolled. A child is not considered enrolled until the registration fee is received.

Delinquent Accounts/Returned Checks: A fee of \$5.00 per week will be charged to the account if payment is not received by the designated day. A \$25.00 fee will be charged for any returned checks due to insufficient funds.

Late Pick-up Charges: If a parent realizes that circumstances beyond his/her 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 fee of \$1.00 per minute per child will be charged after 6:00pm. Please remember our staff is anxious to get home on time to their families.

Withdrawals: Parents wishing to withdraw their child(ren) may do so at any time. However, a two weeks notice would be greatly appreciated.

Inclement Weather: On rare occasions, it may be necessary to close the center due to poor weather conditions. If the Center is required to close for a weather emergency, such as a Level 3 and sometimes a Level 2, in Hancock or Allen County, you can learn of cancellation on the local radio stations: 92.5, 107.5, 93.9, 103.3, 92.1, 104.9, 107.1, 93.1, T102, 100.5 or 1150 am and 940 am. You can also check WLIO Television. We will be listed as **Bluffton Child Development Center**.

Supervision Policy

A major responsibility of the staff is to insure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Arrival/Departure: Parents are required to bring their children into the classroom and to sign the child in at the parent's desk. Any special messages, medications, special pickup notes, etc. are to be given to the front office. 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. At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and sign-out. No child is permitted to be left alone in the building or parking lot. They are not to leave the building without an adult.

Supervision of Infants/Toddlers/Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times, including nap time. If a child becomes ill, the child may 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: School age children may run errands inside the building or use the restroom alone as long as the following conditions are met: children are within hearing distance of their teacher, the teacher checks on the children regularly until they return and the restroom is for the exclusive use of the children.

Children Arriving to the Center from Other Programs: At times it may be necessary for a child to arrive at the center from another program (Example: Child arrives after school). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the other program that they are to have arrived from, such as school. We will then consult with the

parent to determine further action. For this reason, it is very important that parents contact the Center when their child is not going to be attending.

School Delays/Cancellations: Our program will operate a full day program for school age children when school is closed for vacations, delays or cancellations. There will be an additional charge for these days and the charge can be found on the rate sheet you received the time of enrollment.

Custody Agreements: 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 will not deny a parent access to his/her child without proper documentation.

Release of a Child: Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pickup their child. A release form can be found above the parents desk requesting pick-up. Please fill it out and leave it at the desk in the front office. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID. 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.

Transitioning: You will be notified when your child is ready to move up to the next classroom. As part of the procedure, Center staff will develop a transition plan. This plan will be signed by the parent. It will include the beginning and ending date of the transitioning period as well as a transition schedule. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

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.

Fieldtrips/Transportation of Children:

The center occasionally may do a walking fieldtrip with older children. These would be short fieldtrips and appropriately supervised by trained staff. There will be a staff member with first aid/communicable disease and CPR trainings present. Ratio's will be met at all times. Before departing the center, a count will be taken of all the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of the field trip, each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian.

The Center will not transport children in emergency situations. If a child requires transportation, the parent or the EMS will be contacted.

Swimming Information

Swimming activities will be provided only for school age children during the summer. We will walk with the children on scheduled days (weather permitting) to the local Village Pool. Lifeguards will be present at all times and childcare staff will also be actively supervising children. Parents will be provided permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool.

Younger children will be provided with water play opportunities at the center. This would include water tables and sprinklers. Parents will also be asked to sign written permission forms prior to children engaging in water play such as the sprinkler. Please remember to send bathing suits, towels and sunscreen for your children. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit. Sunbonnets and hats are good for the younger children.

Guidance Policy

Bluffton Child Development Center staff believes that helping the child to learn self-discipline is very important. Our hope is that each child will learn this through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of the expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short 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. This discipline policy applies to all staff and parents while they are at the center.

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

If the child demonstrates behavior that requires frequent “extra attention” from the staff, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirement of Rule 5101:2-12-22 OAC.

Meals and Snacks

Bluffton Child Development Center provides breakfast 6:15am to 8:00am. So if your child is here during those hours, they are welcome to participate. However, breakfast must be over by 8:00am so the cook can start preparing the lunch. The center will provide lunch at 11:00am and between 2:30pm and 3:00pm we will provide a nutritional afternoon snack. Our breakfast will include, at a minimum, one serving each of fluid milk, fruit or vegetable, and bread or grains. Our lunch will meet one-third of the recommended daily dietary allowances as required by the USDA child and adult food program. It will include at a minimum, one serving of fluid milk, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains. The sizes of the food

servings will be determined by the developmental needs of the child. Please inform us ahead of time if your child is not able to have specific foods because of allergies or religious beliefs. If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the Director for more details regarding this.

At no time do we force a child to eat, but BCDC staff believes it is important to encourage children to try new foods. Sometimes children form opinions from the reaction of adults. Therefore, my staff feels it's important to eat the same lunches the children do. Positive comments about the foods will make a big difference.

Accidents/Emergencies

The Center has devised several procedures to follow in the event that an emergency would occur while a child is in the Center's care. In the event of a fire or tornado, staff has been trained to follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children

have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the Center does conduct monthly fire drills and periodic tornado drills. 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 Baptist Church, which is located next door to the Center. If the immediate area must be evacuated we will evacuate to the Bluffton Elementary School located at 102 S. Jackson Street, Bluffton, Ohio. A sign will be posted in front of the Center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. (Please keep these numbers current).

The Center also has a lock-down procedure in place. In the unlikely event there would be an environmental threat or a 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 also be provided to the parents.

There is always a 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 TLC. If the injury/illness is found to be 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/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may 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. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours or when there is a "general emergency" within 3 days of the incident.

Management of Illnesses:

Bluffton Child Development Center strives to provide your child 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 he/she 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 care plan in place if you are not able to take time off from work/school.

Based upon ODJFS standard practice, 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 (more than three abnormally loose stools within a 24 hour period)
- 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 of the eye.
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated, carefully observed for symptoms, and parents 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 he/she will be kept within sight and hearing of a staff member. The cot and any blanket used will be washed and disinfected before being used again.

A sign above the sign-in book at the parent's desk will notify parents 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 and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Medications: As per ODJFS recommendation, the center will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the office staff or teacher each day. Medications will be stored in a designated cabinet located in the Center kitchen. The medications are inaccessible to children at all times. Medications must NOT be stored in a child's cubby or book bag. The only exception to this requirement is for school age

children who require the immediate use of an inhaler for a medical condition. School agers only will be permitted to maintain control of their inhalers. However, parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all time; it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications: All medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the Director for more details regarding this.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 32 degrees or rise above 90 degrees. If the situation requires it we will also 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 gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, boots, hats, and mittens in the wintertime. Sunscreen, sunbonnets, hats and light T-shirts for summer.

Parent Participation

Parents are always encouraged to participate whenever possible in the activities at the Center. Parents have unlimited access to all areas of the building used for childcare during hours of operation. Parents may wish to attend fieldtrips, class parties, and special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any

lengthy conversations. Teachers want to be able to focus on you and your child but if they are responsible for a classroom at the time, they need to focus on all the children.

If parents have any concerns or questions at any time it is recommended that they follow in the order listed until an answer or solution is found.

1. Child's teacher
2. Director
3. The BCDC Board of Trustees

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 trust us with your little ones and we want our relationship to be equal to that trust.

Discipline Policy

We **do not** physically discipline children. We strive to help children establish inner controls of acceptable and unacceptable social behavior. Our school rules are very simple: **"WE DON'T HURT PEOPLE ON THE OUTSIDE OR THE INSIDE."**

Teachers will assist your child in appropriate behavior in the following ways:

- ❑ Address possible behavior problems and arrange the environment and the schedule to eliminate them whenever possible. Ignore the unacceptable behavior whenever possible and praise the acceptable behavior.
- ❑ Remind the children whenever necessary of the limits on their behavior for safety reasons and remind them of why limits exist.
- ❑ Verbalize the child's unacceptable behavior to help show that you understand the negative feelings that motivated the action, but not the behavior itself. Example: "I know that you are angry because they took your toy, but I can't allow you to hit and hurt them." **THE ACTION MAY BE A BAD ONE, BUT THE CHILD IS NEVER BAD!**
- ❑ No child will be punished for failure to eat, sleep, or toileting accident.
- ❑ No child will be delegated to punish another child.
- ❑ We will notify the parents of any inappropriate behavior. With the parents help, we will implement a plan to try to change the behavior. If the behavior continues, we will reserve the right to unenroll the child permanently.

Staff Credentials

All of our staff members hold a minimum of a High School Diploma, as required by the State of Ohio. However, most of our staff are educated in a childcare field, have had at least five years of teaching in a preschool setting. Our lead teachers are required to have

an Associate or a B.A. degree in Early Childhood or Elementary Education. Our staff members are individuals who can exercise good judgment and understand children, and who are capable of demonstrating good habits and attitudes in the presence of children. At all time we will have competent supervision of your children. BCDC staff is required by the Center to have 15 hours of in-services per year in Early Childhood training as well as keep their First Aid, Communicable Disease, CPR and Child Abuse classes current.

School Experiences

Infant Room: All babies are born with special talents and strengths, and they all start learning the minute they are born. Yet, babies are unique. They develop at different rates, and focus on different areas at different times. We try to create an environment emphasizing their special talent. An infant learns through their senses and play. We call this “discovery play.” The staff gives excellent, loving care to each infant and tries to maintain a schedule that you and your child are comfortable with. Your child will be assigned to a crib which meets all the federal crib standards. Our Center is a great place to be a baby.

Toddler Room: Our Center is also an exciting place to be a toddler. We try to make our classes a welcoming, attractive, and “enticing” environment for toddlers. Toddlers like to be independent, noisy and physically active. They like to sing and hear songs and many other vigorous activities. We have attempted to create a place where they can do these things in safe and acceptable ways. This is also the stage where biting generally occurs as toddlers cannot always verbalize their anger. Once children begin to speak, this stage passes...and never too soon! During this toddler stage, toilet training begins and the staff continues to work with the toddlers here at the center as you work with them at home. Our toddler room is for children generally ages 18 months to 3 years of age.

Pre-school Rooms: Children between the ages 3 and 4 years of age are considered to be in pre-school. In a caring and positive atmosphere, we create a warm and happy place for preschoolers to learn. As we bridge the gap from home to school, we guide children to a continued good self-image while building social, sensory, motor, perceptual and language skills. These are introduced through materials and activities which are both child centered and child chosen. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride. Based on the theory that children learn through play, classroom routines encourage active involvement and meaningful experimentation. Schedules are designed with balance, structure and free choice, as well as active and quiet times. Recognizing that children grow in predictable stages, we treat each child as an individual, working from the level each child has attained and moving forward one step at a time. We teach a love of learning by allowing children to experience their own stage of development and helping them to feel SUCCESS WITHOUT PRESSURE.

Pre Kindergarten Room: Our Pre K room is very much like our Preschool classrooms. However, it is a little more structured in order to prepare children for Kindergarten. Our curriculum meets all the State Standards for entering Kindergarten. The teacher will be doing evaluations on your child throughout the year to make sure he/she is where he/ she needs to be not only academically but socially. This is an exciting time in a child's life. The classroom features learning centers, large blocks of time for children to choose activities, freedom of movement, literacy and math learning on an appropriate level. It includes expressive art, free from dittos and patterns, anti-bias curriculum to help children respect each other. Parent partnerships bridge the learning and development between home and school.

Before and After School Program: We offer this program for children in elementary school in grades Kindergarten through fourth grade. Children may come to the Center in the mornings and ride the bus to school as well as ride the bus from school in the afternoons to the Center. Bus service is provided from both Bluffton and Cory Rawson Schools. Children are placed on the bus and greeted off the bus in the afternoon. They are welcomed into a structure free environment to allow them a chance to unwind after a long day of routine. We aim to provide games, snacks, quiet time (for those interested in completing homework), large muscle activities, etc. to fit their needs. In the event that school is delayed or canceled, your child will be cared for all day here at the Center.

Our Curriculum Includes:

Music – listening, singing, rhythm instruments, records, tapes, CD's, games and various other activities.

Language Arts – pictures, puppets, alphabet, shapes, colors, books, stories, poems, creative writing and illustrating, finger plays, nursery rhymes, learning center, sign language and etc.

Number Concepts and Recognition – association of ideas, comparison of objects and designs, beginning left to right, measuring, estimating, money values, etc.

Art- brush painting, finger painting, clay, crayons, markers, chalk, glue, paste, sand, paper of all types, materials and objects of all types, etc.

Nature study and Science Observation – rocks, sand, trees, plants, flowers, seeds, animals, leaves, bugs, weather, fish, etc.

Equipment – climbing pyramid, slides, balance beams, wheeled riding toys, bikes, nesting climbers, mats, rocking boats, blocks, housekeeping centers, sand-water tables, puzzles, manipulative toys of all types and sizes, computers, video players, tapes, listening stations, Legos, games, etc.

Additional Policies

Clothing: Please remember that we are a hands-on learning program. Therefore, we ask that you do not put good, expensive clothing on your child. We like to make messes and we love to play outside. We do a lot of art projects that tend to be messy and what better science lab than a sandbox. Due to all the wonderful hands-on activities, we suggest that you send an extra set of clothing for your child. Also, if you have plans for after school and you are not going to have time to go home to change your child, you can bring clean clothing for the staff to prepare your child just before pick-up.

Toys from Home: We encourage children not to bring toys from home. Things tend to get lost or broke. We have a day of show and tell in each classroom and the teachers will inform you and your child of that day. For show and tell day, children can bring whatever they want to share with the other children. .

Birthday Parties and Special Events: We are more than happy to celebrate your child's birthday or all the other special events. If you wish to bring a snack for any special occasion, we recommend fruits and vegetables. For birthday parties, cupcakes, muffins or ice cream cups are recommended. .

Video Viewing Policy: Each classroom is allowed one movie per month. Your child is more than welcome to bring in their favorite DVD or Video on that day.

End of Year Tax Statements: At the end of the year, BCDC will provide each family with a Year End Tax Statement. On this statement it will show what you paid for childcare through out the year. It will also include the center's Tax I.D. numbers.

Federal Tax I.D.- 34-1226830

State Tax I.D. - 0831093-00-0

Scholarship Funds – Thanks to United Way, we have scholarship funding available for families who may need financial assistance for a short time. As the Director for more information.

Job and Family Services: We are contracted with Allen, Hancock and Hardin Counties for single parents who qualify for the low-income program through Job and Family Services. Contact Allen Co 419-228-2621, Hancock Co. and Hardin Co 1-800-686-2964

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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

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

Dear Parents or Guardians,

After reading the handbook, please sign and return this page to the Center. This is due before the child attends the Center. This will give you the opportunity to ask the Director any questions you may have about any of the policies in the handbook.

I acknowledge that I have received a copy of the Parent Handbook for Bluffton Child Development Center and have had the policies reviewed with me. I agree to follow all policies outlined within.

Signature of parent/guardian

Date

Signature of parent/guardian

Date