

## DISCOVERICLUB AT ANNAVIEW

### PARENT HANDBOOK

ALL POLICIES ARE SET WITH THE GOAL OF PREPARING YOUR CHILD FOR THE NEXT LEVEL OF LEARNING IN THE MOST POSITIVE, HEALTHY ENVIRONMENT POSSIBLE.....

**ABOUT DISCOVERICLUB AT ANNAVIEW** The following handbook should answer most of your questions regarding the people, policies and programs that make DISCOVERICLUB at Annview so valuable for families. However, we want you to be happy with the decision you have made to choose us for the care and early education of your children. Therefore, if you have any questions not covered in this handbook, please do not hesitate to ask.

**OUR MISSION** Our goal is to provide the kind of care and education you want for your child. For that reason, every one of our teachers is specifically chosen because of their dedication, and trained to meet the developmental and educational needs of children. Each member of our staff meets the qualifications set by state laws and completes a full orientation and basic training program. In addition, teachers attend valuable continuing education programs and are provided with the resources to maintain a fresh, creative learning environment for your child.

**OUR TEACHING PHILOSOPHY** Discovericlub believes that each child is a unique individual and has the right to be treated as such. Each child will be treated with respect and provided with the support and experiences necessary to help them reach their potential. The first five years of childhood are the most important in development and learning. So, our programs are designed to help your child reach their fullest potential. This “Whole Child Development” philosophy, focusing on the social, emotional, intellectual, and physical development, features a full day of developmentally appropriate and fun activities. Whether infant, toddler or preschool, our curriculum is built upon foundations of learning so that each lesson builds upon the previous one.

**CURRICULUM** The curriculum at Discovericlub is planned to be responsive to the needs and interests of the children. Children will choose their activities within the framework of a structured environment.

- Activities planned around monthly unit themes-weekly lesson plans
- Learning through play, experimentation, testing of ideas and by ‘doing’
- Creative thinking and problem solving emphasized
- Teacher’s role is one of facilitator and supporter
- Emphasis on process of activity rather than the end result
- Parents and staff working together to benefit the child

- Variety of curriculum areas:
  1. Language Arts
  2. Whole language activities
  3. Socio-dramatic play
  4. Small motor development
  5. Large motor development
  6. Math readiness
  7. Creative arts
  8. Science exploration
  9. Emotional development
  10. Social development

**A FULL RANGE OF PROGRAMS/DAILY SCHEDULES** The children are placed in developmentally appropriate classroom groups organized to meet the individual needs of the children. Groups are limited in size and teacher- to-child ratios are as follows:

- **INFANTS** 1:5 ratio  
An infant stimulation program for children as young as 6 weeks.
- **TODDLERS** 1:7 ratio  
Age appropriate activities that serve to stimulate curiosity and creativity, an increase independence for children 18 to 30 months old.
- **OLDER TODDLERS** 1:8 ratio  
Age appropriate activities that serve to help with the difficult transition between toddlerhood and preschool for the 30-36 month old child.
- **PRESCHOOL** 1:12 ratio  
Age appropriate activities that stimulate the 3-4 year old and prepare them for pre-kindergarden learning.
- **PRE-K** 1:14 ratio  
Providing the 4-5 year olds with the tools needed to prepare for kindergarden. Concentrating on physical, social, emotional and cognitive growth.
- **SCHOOL AGE** 1:18 ratio  
Fun, age appropriate activities for before and after school, vacations, summer camp, and snow days.

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

Daily lesson plans are posted and circulated weekly for you to view.

YOUNG TODDLERS	
6:45 - 8:00	Good Morning Time; Quiet Work Areas
8:00 - 8:30	Breakfast
8:30 - 8:45	<b>Diaper Changing</b>
8:45 - 9:00	Gross Motor/Free Play
9:00 - 9:15	Music/Circle Time
9:15 - 9:30	Color Recognition Activity/Language -
9:30 - 9:45	<b>Diaper Changing</b>
9:45 - 10:15	Outdoor Play
10:15 - 10:30	Story Time
10:30 - 11:00	Free Play/ <b>Diaper Changing</b>
11:00 - 11:15	Wash hands for Lunch/Put cots out
11:15 - 11:40	LUNCH
11:40 - 12:00	Clean up from lunch/settle on cots
12:00 - 1:30	Nap time
1:30 - 2:00	Wake up/ <b>Diaper Changing</b>
2:00 - 2:30	Free play in centers/small motor skills interaction w/children
2:30 - 3:00	Outdoor play
3:00 - 3:30	Art Activity
3:30 - 4:00	Free Play/ <b>Diaper Changing</b>
4:00 - 4:15	Story time/puppets
4:15 - 4:30	Gross Motor Play/Clean up time
4:30 - 5:00	Educational Video/older toddlers down from upstairs

## OLDER TODDLERS

6:45 - 7:30	Good Morning Time; Quiet Work Areas
7:30 - 8:00	Breakfast (provided by parents)
8:00 - 9:00	<b>Potty Time</b> /Indoor Activity Time
9:00 - 9:15	Breakfast
9:15 - 9:45	Language, Concepts, WORSHIP and Music
9:45 - 10:30	<b>Potty Time</b> /Art/Free Play
10:30 - 11:25	Outside Play, Gross Motor, Special (march-musical instruments)
11:25 - 11:50	LUNCH
11:50 - 2:30	Clean-Up/ <b>Potty Time</b> /Nap Time
2:30 - 3:00	<b>Potty Time</b> /Fine Motor Activities
3:00 - 3:30	PM Snack
3:30 - 6:00	Stories/Free Play-Outdoors (weather permitting)/Combining with YT-IN rooms
(4:15)	(Diapering/ <b>Potty Training</b> )
<p>TOILET TRAINING: Please discuss your toilet training technique with your child's teacher when your child begins to show an interest. You and the teacher can decide how best to work together to achieve this goal. Pull-ups are not used until the child is staying dry most of the time. If your child uses a diaper at nap-time, please do not send pull-ups.</p>	

## PRESCHOOL

### Daily Schedule

6:30-8:00	In the Preschool Room-greet children, quiet activities, free play
8:00-8:30	Wash hands. Breakfast
8:30-8:45	Potty break/wash up from breakfast
8:45-9:00	Circle Time - (curriculum concepts) - ABC's review/letter recognition
9:00-9:15	Music
9:15-9:30	Math/Numbers Activity
9:30-10:00	Outdoor play
10:00-10:30	Small Motor Skills (puzzles, tracing, coloring...) - teacher directed
10:30-10:45	Circle Time (numbers & colors)
10:45-11:10	Children's Choice Story time/free play in centers/set up cots
11:10-11:15	Wash hands for Lunch
11:15-11:40	LUNCH
11:40-11:50	Potty break/Wash up from lunch
11:50-1:30	Nap time
1:30-2:00	Wake Up/Stretch time/Potty break - wash up for snack
2:00-3:00	Afternoon Snack/Gross Motor Room
3:00-3:30	Art Activity
3:30-4:00	Outdoor play
4:00-4:15	Story time
4:15-4:30	Circle time/songs
4:30-6:00	Playground/gross motor room/centers...

Every other Friday will be video afternoon!

PRE-K	
Daily Schedule	
6:30-8:00	In the Preschool Room-greet children, quiet activities, free play
8:00-8:30	Wash hands. Breakfast
8:30-8:40	Potty break/wash up from breakfast
8:40-9:00	Circle Time - (curriculum concepts) - ABC review/letter recognition
9:00-9:30	Outside play
9:30-9:45	Music
9:45-10:10	Math (Numbers) Activity
10:10-10:30	Gross Motor Room
10:30-10:50	Small Motor Skills (puzzles, tracing, coloring) - teacher directed
10:50-11:00	Children's Choice Story time
11:00-11:10	Free play in Centers - Set up cots
11:10-11:15	Wash hands for Lunch
11:15-11:40	LUNCH
11:40-11:50	Potty break/Wash up from lunch
11:50-1:30	Nap time
1:30-2:00	Wake Up/Stretch time/Potty break - wash up for snack
2:00-3:00	Afternoon Snack/Outside Play
3:00-3:30	Art Activity
3:30-3:50	Science Activity
3:50-4:00	Circle/Song time
4:00-4:30	Story time/Clean up
4:30 - 6:00	Combine with Pre-School (playground/gross motor room/centers...)

Every other Friday will be video afternoon!  
 Every Friday will be show and tell.

**LICENSING** Discovericlub at Annview is licensed by the State of Ohio. The license and compliance report is conveniently posted for your review where you sign your child in and out each day. Anyone suspecting any violations by Discovericlub may report suspected violations to the Department of Jobs and Family Services at 1-800-686-1569. Any person may report a suspected violation by Discovericlub.

The Administrator and each employee of the center are required to report any suspicions of Child Abuse or neglect to Children's Services Board at 330-379-9040.

At the end of this handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

**ADMISSIONS** Discovericlub at Annview welcomes all prospective parents to visit our center. It is the policy of Discovericlub to accept children without regard to race, color, religion, national origin, sex, or family background. Those families who cannot afford our services may be eligible to have their child's fees paid for in part or in whole by the Department of Human Services. We would like you to become familiar with our physical environment, meet our staff, and ask questions. Children will be accepted if they are within the age limits for which we are licensed and if space is available. Children that have special needs will be accepted if the Director feels that the child will be able to be successful within the classroom. This will be decided on an individual basis.

**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. This includes basic enrollment and health information. Any change to this information must be communicated immediately so current information is always on file. This is for the safety of your child. A medical form signed by a physician is required to be submitted within 30 days of admission. This medical must be updated every 13 months. If you are receiving Title XX benefits, we must have authorization from your case worker in addition to the completed enrollment forms before your child can start.

There is a non-refundable one-time registration fee of \$35.00. If you withdraw your child from Discovericlub and return again at a later date, you will be required to pay the \$35.00 registration fee again.

Discovericlub at Annview reserves the right to expel or refuse to accept for further enrollment a child who, in the judgement of Discovericlub Administration, poses a threat to the well being of the other children, or affects the quality of care given the rest of the children. No child will be expelled unless a memorandum documenting the circumstances is prepared by the administration and reviewed and approved by the owners.

**HOURS OF OPERATION & HOLIDAY CLOSINGS** The scheduled holiday closings for Discovericlub are as follows:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

There will be no reduction in the weekly tuition fee due to legal holidays, as staff is paid for these holidays. The exception to this rule is one of these holidays is taken as a vacation day.

Discovericlub will operate Monday through Friday 6 a.m. to 6 p.m. A late of \$10.00 will be charged if a child is not picked up by closing time. An additional late fee of \$10.00 will be charged for every 15 minutes a parent is late after closing time.

**SCHOOL DELAYS/CANCELLATIONS:** Our program will operate a full day program for schoolagers when school is closed for vacations, delays or cancellations. In the event of inclement weather it may be necessary to close the center. We will make every effort to open our doors at the normal time. If circumstances should arise, listen for closing information on the local television stations, or 98.1 WKDD.

**VACATION/SICK DAYS** Each child is allowed a one week vacation per calendar year with two weeks written notice after 30 days of attendance.

...that is, the number of days your child attends in one week. For example, if your child attends Monday through Friday, you are entitled to 5 vacation days, and if your child attends Monday, Wednesday, and Friday, you are entitled to 3 vacation days in the calendar year. Any other days taken off or missed due to illness shall be paid for.

In the event of an extended illness (an illness that keeps the child out of the center for more than 5 consecutive weekdays), half payment is required to maintain the child's space.

**LEAVE OF ABSENCE/WITHDRAWALS** A leave of absence must be discussed and approved by the Director. A holding fee of one week's tuition is required and will go toward the first week's tuition upon return. This holding fee is non-refundable.

Parents wishing to withdraw their child(ren) may do so at any time. A one week notice, in writing, is appreciated.



**SICK CHILDREN** A child who is exhibiting minor cold symptoms, but none of the symptoms listed in our communicable disease policy may attend Discovericlub on that day. To make sure illness does not spread to other children, sick children (with fever or diarrhea, for example) may not be brought to the center.

**COMMUNICABLE DISEASE** All children will be checked by one of the staff that has been trained to recognize signs of communicable diseases. A child shall be isolated and the parent called to come and pick up the child if the child has been observed with any of the following symptoms:

1. Diarrhea (more than one abnormally loose stool within a 24 hour period) and/or vomiting more than once or vomiting when accompany\.
2. Severe coughing (causing the child to become red or blue in the face or to make a whooping sound)
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Redness of the eye, obvious discharge around eyelashes, burning, itching – conjunctivitis (pink eye)
6. Temperature of 100 degrees F or higher taken by axillary method
7. Untreated skin patches, unusual spots or rashes
8. Unusually dark urine or grey or white stools
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies or other parasitic infestation
11. Sore throat or difficulty swallowing

A communicable disease chart is displayed in the center. It is important to notify the center if your child has a contagious disease. Parents will be notified in the binder located at the entrance of the center 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, and upon obtaining a doctor's note stating that the child is not contagious.

Teachers who are ill with a communicable disease shall not be allowed to attend work and shall also have a doctor's note upon return to work stating that they are not contagious.

**PARENT-TEACHER RELATIONSHIPS** Communication between Discovericlub and parents is a very important component in providing a quality early childhood experience for your child. Please discuss any problem or concern you may have with your child's teacher and/or center Director. We appreciate your feedback. If the classroom teacher is unable to resolve your concern, please see the center Director. Angie Pappas and Nina Towne, center Owners/Executive Director are also available to discuss any unresolved concern.

**If you feel the need for a conference with your child's teacher, please see the center director to coordinate this at a time that will not interfere with normal classroom activity.**

Parents are welcome and encouraged to visit our center or to call at any time.

A parent/guardian roster of names and telephone numbers of the children attending Discovericlub is prepared in accordance with state licensing rules and available upon request. This roster serves to allow parents to communicate to each other if the need should arise. The rosters will only include the names of parents that have given permission that their name and number be included in this roster.

**REST PERIODS** After an exciting morning of activities, the children will be expected to have nap or rest time as required by the Ohio Department of Job and Family Services. Each child will be assigned their own cot and nap in their own classroom. Each child should bring a blanket and/or small pillow from home to use at rest time. These items from home often help make nap time more comforting for your child. Older children who do not nap will meet in a designated area and participate in quiet, developmentally appropriate activities.

#### **BRING FROM HOME**

**INFANTS:** 2 extra sets of clothes, 6 diapers per day, 1 container of wipes (your child's caregiver will let you know when you need to replace your wipes), and 3 clean bottles each day.

**TODDLERS:** 2 extra sets of clothes, 1 package of diapers per day, 1 container of wipes (your child's caregiver will let you know when you need to replace your wipes), a sippy cup you can leave at the center, and a blanket along with a naptime cuddly if necessary to soothe your child for naptime.

**OLDER TODDLERS:** 1 extra set of clothes,

**TOYS FROM HOME** Unless it is a designated 'show and tell' day, we ask that you leave all toys at home. Bringing in personal items from home can create problems among the children. Discovericlub will not be responsible for toys brought from home becoming lost or broken.

**POLICIES AND PROCEDURES** Parents must use the Sylvester St. entrance at all times. This is where our sign in and sign out sheets will be located. All children **MUST** be signed in and out daily. We use these records to verify hours and days of attendance. Parents must sign their first and last names for both drop off and pick up. You are expected to bring your child inside the building and see that they are left in the care of a staff member. At the time of pick up,

parents are asked to make contact with their child's teacher to ensure that staff is aware that the child is leaving for the day. Parents are responsible for the supervision of their child before and after sign in.

Parents are welcome at any time to visit the center. When entering the building for reasons other than picking up or dropping off your child, you must stop in the office to notify staff that you are in the building. You must do this before visiting the classroom. This rule is for the safety and security of your children.

You must notify Discovericlub in advance if someone other than the custodial parent or guardian will be picking up your child. Staff will release children only to persons on the release form provided by the parent. Staff will check ID's of anyone they do not recognize. Please let family and friends 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.

We ask that you notify Discovericlub if your child is absent for any reason. Please call the office by 8 a.m. when possible to report your child's absence.

**MEDICATION** We will administer prescribed medication in its original container with signed parental permission. To authorize the administration of medicine, please completely fill out and sign a "Request for the Administration of Medication by Child Care Personnel" form. These forms are available upon request. Over the counter medications such as cough medicine, sunscreen, and diaper cream will be administered upon written direction of parent by filling out "Request for the Administration of Medication by Child Care Personnel" form. All medication must be in their original containers with labels readable.

If your child requires a food supplement or a modified diet, you must secure written information form your physician regarding this.

**TUITION/FEES AND PAYMENT POLICIES** In order to provide the best care for your child that we can, we are constantly improving our facility and resources. For this reason, we have to put policies in place that ensure timely payment. Our center requires a registration fee of \$35.00. We also require that payment be made by Friday prior to week of service. If your family owes a monthly copay, payment is due by the 5<sup>th</sup> of each month. A \$10.00 late fee will be charged for payments made after this time.

All checks are to be made payable to: **Discovericlub** and placed in the tuition box at the parent entrance where you sign your child in. There will be a \$35.00 charge for NSF checks. The parent will then be required to pay in cash or money order until all account balances are settled. Our tax ID number is available upon request.

Fees are as follows:

<b>INFANTS</b> \$170/WK 6WKS-18MOS	\$17/HALF DAY (LESS THAN 5 HOURS)	\$34/DAY
<b>TODDLER</b> \$150/WK 18-30MOS	\$15/HALF DAY (LESS THAN 5 HOURS)	\$30/DAY
<b>TODDLER II</b> \$150/WK 30-36MOS	\$15/HALF DAY (LESS THAN 5 HOURS)	\$30/DAY
<b>PRESCHOOL &amp; PRE-K</b> 3-5YRS	\$14/HALF DAY (LESS THAN 5 HOURS)	\$27/DAY \$134/WK
<b>SCHOOL-AGE</b> KINDERGARDEN-12YRS		\$24/DAY \$120/WK (SUMMER & NON-SCHOOL DAYS)
<b>B &amp; A SCHOOL W/ TRANS.</b>		\$105/WK B & A \$70/ WK B OR A \$14/DAY B OR A

### SUPERVISION POLICIES

**Arrival/Departure:** Parents are required to sign in at the parent entrance, bring their children to the classroom and leave them in the care of their teacher. Any special messages, medications, or forms should be given to the on-site Administrator. 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 until the child is with his/her teacher or caregiver, and after the child has been signed out. If your child arrives or is picked up during outdoor play, parents are responsible for signing the child in or out.

**Supervision of Infants/Toddlers/Preschool Children:** At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

**Supervision of Schoolage Children:** Schoolage children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: - 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 center. One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

**Children Arriving to the Center from Other Programs:** If a child arrives at the center from another program such as Head Start or a Schoolager after school, it is very important for parents to contact the center when their child is not going to be attending. 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 program that they are to have arrived from. We will then consult with the parent to determine further action.

**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 pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this policy ahead of time so they bring a picture ID and they 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 is a custody issue 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.

**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 include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child, if it is within state licensing guidelines, and if space is available in the next room.

**CHILD ABUSE REPORTING:** Discovericlub staff members will all be trained by the local children's services agency in the recognition of child abuse and neglect. All staff members are mandated by law to report any suspicions that a child is being abused or neglected. This report must be made to the local children's services agency. The safety of the children is always our first concern.

## FIELD TRIPS/TRANSPORTATION OF CHILDREN

Discovericlub will not transport children in emergency situations. If a child requires emergency transportation, the parent or 911 will be contacted. Discovericlub provides transportation for field trips and for before and after school care for schoolage children. This transportation will be done on the van owned by the center, and a staff member with first aid/communicable disease and CPR trainings will be present in the van. Fieldtrips: We will be taking periodic field trips, which will also be done with a trained staff member in the van. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. There will also be Emergency transportation forms available on the van for all children being transported. Upon arrival at our destination, and returning to the center, counts will be taken to ensure all children are present. During the course of the field trips, 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.

## GUIDANCE/DISCIPLINE POLICY

Discovericlub staff believes that helping the child to 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 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 these expectations. Positive reinforcement and positive redirections 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. 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 disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communications 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 and would be consistent with the requirements of Rule 5101: 2-12-22.

## MEALS AND SNACKS

Discovericlub provides a nutritious breakfast, lunch and afternoon snack that meets USDA requirements. 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. A weekly menu will be posted for all parents to view.

Breakfast will be served until 8:30 am

Lunch will be served at 11:00 am

Snack will be served at 2:00 pm (3:45 for schoolage children)

## ACCIDENTS/EMERGENCIES

Discovericlub 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 would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire drills, and periodic tornado drills. Should we need to evacuate the building, our emergency destination is Holy Trinity Church on Wooster Rd. North. A sign would be posted at the entrance 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 forms.

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 would also be provided to the parents.

There is always one staff member present that has training in First Aid/Communicable Disease, and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would 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 vehicles. Only parents or EMS will transport.

An accident/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 that 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 ODJFS within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 3 days of the incident.

**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 temperatures drop below 20 degrees or rise above 90 degrees (with wind chills and heat index factored in). Discovericlub has a weather/hazard alert radio on site that allows us to check at any time for conditions that should keep the children indoors. **Please send your children in with the proper attire so they may be comfortable and safe when we are outside. This includes snowpants, hats, mittens and boots in the winter time.**

On days that outdoor play is not provided due to weather, the children will use their designated times in our indoor gross motor room.