



# Parent Handbook & Policies

(This handbook is updated periodically and is subject to change without notice.)

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# SECTION 1

## Center Program Information

Wenzler Preschool & Learning Center

4535 Presidential Way, Kettering, OH 45429

Phone: 937-435-8200, Fax: 937-435-1415

## Mission Statement

To be the preschool that everyone wants to come to and be a part of.

## Payment

Payment is collected through a system called Tuition Express. Every family at Wenzler Preschool & Learning Center is set up on this system. Payment comes out automatically at the beginning of each week using the method you select: checking account, debit card, or credit card. You will receive a form establishing what method of payment you will be using.

## Hours of Operation

The Center will be open from 6:30AM to 5:30PM each Monday through Friday year round, with the exception of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. There are a few days throughout the year we close and those are given at the beginning of each school year. Full tuition is charged for the above holiday weeks. In as much as the Center closes at 5:30PM, a late fee may be assessed for time a child is left beyond closing time. (See details on page 8 under "Late Pick-up Fees.")

**Inclement Weather:** On very rare occasions, it may be necessary to close the Center due to poor weather conditions or circumstances beyond our control such as loss of power or the like. We will make every effort to open our doors at normal time. If circumstances should arise, watch television station CBS 7 or check our website, Facebook page, or call the Center for closing information. We will also make an effort to mass message a closing announcement. On these very rare occasions, regular payment is expected.

## Ages

We care for children ages 6 weeks through 8 years old.

## Sample Infant Program

6:30-8:45	Arrival, breakfast, naps and diapering as needed
8:45-9:00	Rug or carpet floor play
9:00-9:30	Snack, naps and diapering as needed
9:30-10:00	Music activity, activities to encourage gross motor skills
10:00-11:00	Outdoor activities, weather permitting – dramatic play, toy phones, keys, cups
11:00-11:30	Lunch
11:30-12:00	Story time, diapering as needed
12:00-2:30	Nap time and individual activities for those awake
2:30-3:00	Diapering, snacks, exersaucer or swing time
3:00-3:30	Free play, fine motor activity – toys, puzzles, busy boxes
3:30-4:00	Story time, naps and diapering as needed
4:00-5:30	Rug or carpet free play

\*Schedule shows activities promoted and allows for adjustments based on the developmental needs of each infant and any requests and instructions from the child's parents or guardians.

## Sample Toddler Program

6:30-7:30	Arrival, free choice	11:15-12:15	Lunch prep, lunch and lunch clean up
7:30-8:30	Breakfast, free choice when done	12:15-12:45	Diapering, toileting, hand washing
8:30-9:00	Diapering, toileting, hand washing	12:45-3:00	Nap time
9:00-9:15	Morning Meeting/Planning	3:00-3:15	Diapering, toileting, hand washing
9:15-10:00	Areas	3:15-3:45	Snack
10:00-10:10	Clean up, recall	3:45-4:00	Clean up, hand washing
10:10-10:25	Small group activity	4:00-5:00	Outdoor time / large motor
10:25-11:00	Outdoor play, large motor	5:00-5:30	Diapering, toileting, hand washing, free play and departure
11:00-11:15	Diapering, toileting, hand washing		

## Sample Preschool Program

6:30-7:30	Arrival, free choice	11:30-12:15	Lunch prep, hand washing, lunch
7:30-8:30	Breakfast, free choice when done	12:15-1:00	Stories, outdoor play, large motor
8:30-8:45	Breakfast clean up, hand washing	1:00-3:00	Nap time
8:45-9:00	Morning Meeting/Planning	3:00-3:15	Toileting, hand washing
9:00-10:00	Areas	3:15-3:45	Snack
10:00-10:20	Clean up, recall	3:45-4:00	Clean up, hand washing
10:10-10:40	Small group activity	4:00-4:30	Activity / Areas
10:40-11:10	Outdoor play, large motor	4:30-5:00	Outdoor time / large motor
11:10-11:30	Large Group	5:00-5:30	Free play and departure

## Sample Kindergarten Program

6:30-7:00	Arrival, free choice	11:45-12:15	Lunch
7:00-7:30	Breakfast, clean up, hand washing	12:15-12:30	Clean up and hand washing
7:30-8:00	Transportation to school	12:30-3:15	Large and Small Group activities
8:00-11:00	School	3:15-4:00	Snack and clean up
11:00-11:30	Transportation from school	4:00-5:00	Outdoor play, large motor, crafts, etc
11:30-11:45	Transitional activities	5:00-5:30	Free play and departure

## Sample School Age Program

6:30-7:00	Arrival, free choice	3:00-3:15	Transitional activities
7:00-7:30	Breakfast, clean up, hand washing	3:15-4:00	Snack and clean up
7:30-8:00	Transportation to school	4:00-5:00	Studying, outdoor play, large motor crafts, games, etc
8:00-2:30	School	5:00-5:30	Free play and departure
2:30-3:00	Transportation from school		

## Staff/Child Ratios by Age Group, Group Size

Age Group:	Ratio:	Maximum Group Size:
Infant - 6 weeks to 12 months	1:5	12 children
Infant - 12 months to 18 months	1:6	12 children
Toddler - 18 months to 29 months	1:7	14 children
Toddler - 30 months to 35 months	1:8	16 children
Preschool - 36 months to 4 years	1:12	24 children
Preschool - 4 to 5 years old	1:14	28 children
Kindergarten, School Age	1:18	36 children

## **Privacy Policy and Roster**

There are some occasions that parents may ask for phone number or addresses of children in their child's class. You have the option to AGREE or DISAGREE to have your phone number or address given out. Please sign the appropriate line on the registration form giving permission or denying permission to give out this information. No other information on the registration form is given out except to emergency medical personnel.

## **Parent/Employee Participation Policy**

Parents or guardians and staff may contact the Director at any time if they have any questions, comments or concerns. Confidential written messages may be left in the "payment box" located in the front entry. All questions and concerns will receive prompt attention. Parents or guardians wishing to meet privately with teachers or staff should contact the Director to arrange a confidential meeting at the Center during the day or in the evening.

We value our families and provide many opportunities for participation. We want to encourage parents, grandparents and caregivers to join their children in the many events we host at Wenzler Learning Center. Celebrating holidays has become a special tradition at our Center. Father's Day and Mother's Day is celebrated with a special breakfast. Fourth of July is celebrated with a parade and picnic in the park. Santa Claus and the Easter Bunny come to visit. And for Thanksgiving we serve a lunch for the children and their families. For each event we post signs and sign-up sheets on the door or parent boards in each classroom. We also encourage special visitors and family members to come in and read to the children. Please let the teacher in the classroom if you would like to participate and they can give you more information. Or check our Facebook page or website. In our efforts to make you and your child feel a part of our family we encourage you to let us know about your traditions and celebrations. You are welcome to bring in treats for birthdays, or other celebrations you would like to share with us.

Employees are encouraged to help the children celebrate small achievements as well as larger events. Parents and guardians are informed with reports and verbal communication. We desire parents to be part of the celebration of achievements as well.

## **Required Health and Enrollment Information**

A child is considered to be enrolled in the Center only after the registration fee has been received, the Director confirms the availability of space and the required paperwork is received and reviewed and approved by the Director. This includes all the paperwork in the enrollment packet, consisting of State and health forms, USDA forms, financial responsibility forms, etc. Any change to this information must be communicated to the Director immediately so that the current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. The medical form must be updated every 13 months.

**The Registration Fee is \$175.00 NONREFUNDABLE.**

## **Fees & Other Information**

### **Tuition**

The tuition for the program is listed in the current tuition schedule available to each new parent. Payment is due each week in advance and is due on the Monday of each week. A late payment fee of \$25.00 per week may be added to all accounts not paid current each week unless prior arrangements for a different payment schedule has been approved by the Director. Unpaid balances may result in dismissal and collection procedures. A returned check or credit card fee of \$30.00 will be added to accounts.

### **Late Pick-up Fees**

Picking up of children after 5:30PM increases staff and other costs. When a child is not picked up by closing time, a late fee is charged to the family. At one minute after closing, a late arrival fee of \$10.00 is charged. Beginning at 15 minutes after closing each additional minute costs \$1.00. Late arrival fees are charged per family, not per child. Families with continued late pick-ups will need to meet with the Director to discuss and may be removed from the program.

### **Delinquent Tuition**

Wenzler Preschool & Learning Center will give parents a minimum of two notices regarding unpaid tuition. If any parent refuses to acknowledge or respond to these notices, Wenzler Preschool & Learning Center will not continue to provide services until the balance is resolved.



## **Refunds**

There will be no refunds for days missed (including weather, holidays, natural disasters, power failures and other events beyond our control).

## **Financial Responsibility**

All fees for daycare services are due as prescribed above and in the Financial Responsibility Statements that are signed by each new parent. Any unpaid balances not paid in a timely manner, or as per agreement with Director will be collected by all efforts possible including, but not limited to, small claims court, collection agencies, garnishments and other legal remedies afforded our business for “theft of service.”

## **School Transportation**

Parents must notify the Center as early as possible if we ARE NOT to pick up a Kindergarten or School Age child from their school as usual. Sending a bus to a school for a child who does not need to be picked up that day increases time waiting which causes delays in the van’s schedule and makes them late to other schools. Parents who continually violate this policy will be subject to an extra charge to their account for the increased costs involved. Fuel charge may be added without notice.

## **Vacations**

Due to our having to maintain staffing ratios, even if your child is not here, please understand we cannot offer vacation credits for time not here.

## **Damage to Facilities or Equipment**

In the event a child maliciously damages equipment, toys or the facility attended, the parent may be asked to reimburse the facility for the replacement cost of said items.

## **Withdrawals**

There are no temporary withdrawals. In cases of emergency, such as court ordered visitation, the Director should be notified of the situation. We require a two week notice if you intend to withdraw your child from the Center permanently. If no notice is given, Center will charge for those two weeks. Except in the case of a court ordered withdrawal, a re-registration fee will be applicable upon returning.

# SECTION 2

## **Guidance, Behavior Management, Discipline Policy & Conduct**

The entire focus of our program approach is designed to develop a child's positive self-image and self confidence. In teaching children acceptable ways to manage their behavior, we must always do so in a way that will not damage their self-worth. The State of Ohio governs centers according to Chapter 5101:2-12 of the Ohio Administrative Code, which is on file in the Director's office or online.

All of the policies and rules established at the Center have been instituted to protect the best interests of the children enrolled. These rules for child guidance and management apply to all employees, including kitchen staff and van drivers.

We consider communication with parents or guardians to be essential to our efforts.

The following techniques are acceptable methods of teaching self-discipline at Wenzler Preschool & Learning Center. These techniques are applied in a manner consistent with the child's age and circumstances, separating children only when deemed necessary.

## **Behavior Management & Discipline Techniques**

### **Conscious Discipline**

Conscious Discipline is a comprehensive self-regulation program that integrates social-emotional learning and discipline. Conscious Discipline is a longtime leader in the integration of classroom management with social-emotional learning, utilizing everyday events as the curriculum and addressing the adult's emotional intelligence as well as the child's. Conscious Discipline empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children.

### **Positive Redirection**

Remove the child and offer him/her another choice. Redirect his/her unacceptable activity into the closest parallel acceptable activity. “Blocks aren’t for throwing. Here are some yarn balls you may throw.”

### **Positive Reinforcement**

Comment or notice when children are doing things right. Many times misbehavior is designed to get your attention. If children get attention for doing things right, they will be quick to imitate good behavior.

### **Criticize the Deed, Not the Person**

Instead of saying, “It’s not nice to kick. You’re a bad boy” say, “Kicking hurts people. I won’t let you hurt people, and I won’t let people hurt you. You may kick the tree...but use words with Jimmy.”

### **Acknowledge Feelings and Offer Suggestions**

Much “bad” behavior, especially tantrums, is meant to communicate. You can teach them more effective ways: “Boy, you are mad! I can tell you’re really upset. When you calm down, you can use words to tell me why you’re mad, and I will try to help you.” Remember, it’s okay to have feelings.

## **Discipline Statement**

We work with parents or guardians to encourage good behavior and good manners. The application of behavior management and discipline techniques, consistent with our goal to provide a safe and loving environment at Wenzler Preschool & Learning Center, are applied without discriminating on the basis of race, color, national origin, sex, age or disability.

We reserve the right to dis-enroll any child for abusive or disruptive behavior or behavior that may create an unsafe environment for that child, our staff or the other children in the program.

# Professional Conduct

Wenzler Preschool & Learning Center will not tolerate offensive language from parents or staff members. It is policy that any inquiries and/or concerns shall be addressed to the Director only. Any negative matters that need to be discussed, must directly involve the Director. It is a violation of state law, as well as Wenzler policy, for a parent to physically or verbally discipline children in the Center, or to reprimand or accuse other children of misconduct. Wenzler staff is required to maintain a professional attitude towards our parents at all times as well. If the Center suspects a parent or guardian is picking up a child under the influence of drugs or alcohol, Wenzler Preschool & Learning Center will contact the police and Department of Human Services immediately. All rules and policies are in place to ensure the safety of each child and caregiver in the facility. As stated earlier, the Center requests that all Center matters are addressed directly to the Director. Wenzler Preschool & Learning Center reserves the right to terminate child care services immediately in the event of behavioral issues that endanger the health or safety of our staff or other children in our care. Any argumentative, unruly, or violent parent or guardian could result in immediate termination from Wenzler Preschool.

## Biting Policy

Biting is unfortunately not unexpected behavior in a preschool; especially in an Infant-Toddler room. However biting can be harmful to other children and to staff. This biting policy has been created to ensure the safety of all involved. When a child bites there will be an incident report written for the biter and the one who was bitten. If more than 3 bites occur in 1 day, the biter's parents will be notified and will be required to pick the child up.

If the child continues to bite obsessively, we as a group will sit down and try to figure out why the child is biting and how we can help them.

At any time Wenzler reserves the right to dis-enroll anyone who is biting obsessively, or for families not willing to work with us to resolve the biting.

Our job is to ensure the safety of everyone enrolled.

# SECTION 3

## Supervision of Children

Wenzler Preschool & Learning Center's arrival and departure procedures are designed to assure supervision of children at all times. We endeavor to make the transition of care easy and worry free for both the child and the parents or guardians. All of the policies and rules established at the Center have been instituted to protect the best interests of the children enrolled. Adherence to these rules by staff and parents alike is important in providing the safest environment for your children.

## Sign In/Out Procedure

**Parents are required to sign their child in and out using the system in our entry hall. Children must be escorted by their parent or responsible adult into the classroom each morning and greeted by the teacher.** They must be escorted by their parent or responsible adult from the Center each evening **after notifying the teacher.** Children may not be dropped off at the entrance of the building or be sent inside alone or with a sibling. Staff must be made aware of each child's presence before the parent departs. At the time of pick up parents are required to make contact with their child's teacher to ensure that staff are aware that the child is being picked up and to discuss any matters from the day. Parents are responsible for the supervision of their child(ren) before dropping them off in their room and after collecting them from their room. **State law says that children can't be allowed to run free throughout the Center** after the child has been released to the parent. Children must remain with their parents until they reach their vehicles. They are not to be sent to the car by themselves for obvious safety reasons. They also cannot be sent back into the Center to retrieve forgotten items by themselves.

If someone other than the child's custodial parents or legal guardian will be picking the child up, please fill out an *Authorization for Pickup* form and leave it on the sign-in area. We will ask for proper identification before releasing a child to someone other than his or her custodial parent or legal guardian.

## **Parental Access**

The custodial parent, custodian or guardian of a child enrolled at Wenzler Preschool & Learning Center shall be permitted unlimited access to the Center during its hours of operation for the purposes of contacting the child, evaluating the premises of the Center or for other purposes approved by the Director. Upon entering the premises, the custodial parent, custodian or guardian shall notify the Director or her designee of their presence. A parent of a child enrolled at the Center who is not the child's residential parent shall be permitted unlimited access to the Center and be afforded the same rights as the residential parent unless there is court documentation limited access and conditions of the nonresidential parent. We must be provided with a copy of the filed court order to enforce this provision.

As stated previously, parents and guardians are encouraged to participate in activities involving their child or children at Wenzler Preschool & Learning Center.

## **Supervision of Infants**

The infant room is set up to allow for safety and comfort, with a separate play area apart from the sleeping area. We provide activities suitable to the age and development of each child and provide individual attention to the needs of each. Infants are held during bottle feedings and mothers are welcome to come in to breast feed, if possible. A suggested daily feeding schedule for infants is included in the welcome packet. With our full kitchen, we are equipped to provide for adaptations to the menu to take into account the developmental level of infants. If our own infant formula is used, we follow the directions on the container. Food and breast milk or formula provided by the parents, are stored in labeled and dated containers in the refrigerator in the infant room.

Each infant is provided a crib, which is for their exclusive use. An infant sixteen months or older may be assigned to a cot with written parental permission. Infants shall be placed on their back or sides to sleep unless parents or guardians provide a written request to do otherwise on the "Sleep Position Waiver" form.

Parents are given a daily record of their child's daily activities and food intake and we encourage communication between staff and parents to make sure we are aware of any changes, or questions and concerns, of the parents or guardians. The Director is usually available Monday through Friday, from 8AM to 4PM (or by appointment), to answer any questions or deal with any concerns of the parents or guardians. The Assistant Director is usually available Monday

through Friday, from 7:30AM to 3:30PM. The daily record shows the primary caregiver assigned to their infant. The daily record also shows written instructions and documentation of foods served to infants.

## **Supervision of School Age Children**

The School Age children may run errands inside the building or use the restroom alone as long as they ask and receive permission from their teacher, are within hearing distance of a child care staff member, check back in properly, and do not cause any disruption for others in the building.

School Age children will be picked up for early dismissals as notified by the schools. The Center normally remains open for snow days and there is no additional charge to the parents.

The summer schedule/calendar for school age children is given out to the parents showing the planned activities as well as other written information regarding supervision considerations during the summer.

Please be aware we have a bus behavior policy for School Age children when they are being transported on our bus. A form is included for you to sign so that everyone knows and can help us with bus safety.

## **Transitioning Children**

Wenzler Preschool & Learning Center hopes to make your child's transition into our Center a smooth one. Prior to the first day of your child's enrollment, we encourage you to participate in our transition program. Please review the "Transition into the Center" letter and let us know which steps meet your needs. Children at various ages or stages react to transition differently. Only you, as the parent, know your child and we want to accommodate for your specific needs.

Wenzler Preschool & Learning Center staff coordinates with parents and guardians when a child is moved to another class. When children reach the appropriate age to move to an older group, the decision will be made based on availability of space and at the discretion of the Director. Parents or guardians can also request changes in classes. Written procedures between the parent or guardian and the Center, which specify the beginning and ending date and signed by both parties, will be requested. The child will visit the next older group to help make the transition easier. They are encouraged to meet their new teachers and new friends.

When exiting our program, we would like to make the transition smooth and informative as well. We prepare the children for their venture out into kindergarten by sending them on field trips to schools, providing literature on school readiness and hosting a preschool graduation. If you are

changing programs, we are willing to cooperate in any way with your child's new program. Please schedule a conference with any questions you may have.

## Safety Policy

Fire evacuation plans and weather emergency plans are posted in each room. Primary and secondary exits are marked. Fire drills are conducted monthly to practice evacuation procedures. A record of these drills is posted in the Director's office.

Each van driver is instructed in emergency procedures. Two adults will accompany children on all field trips. One of these staff members will be trained in emergency first aid procedures. Copies of medical and emergency treatment transportation forms are with the staff members at all times.

Accident report forms will be completed and available to parents in accordance with licensing regulations. Parents will sign the form, which will be kept on file in the Center. These are issued when the following occur: an injury which requires first aid treatment, a bump to the head, emergency transporting, or any other incident concerning the safety of children or staff.

Telephones are located in the Director's office for use by parents or staff.

Use of aerosol sprays is prohibited while children are in attendance at the Center.

Staff members will immediately notify the Director and the Department of Child Services at 276-6121 if child abuse or neglect is suspected.

## Outdoor Play Policy

Wenzler Preschool & Learning Center encourages and is required to provide 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 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 20-25 degrees or rise above 85-90 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 for outdoor play so they may**



**be safe and comfortable.** This includes sneakers (not flip-flops), proper clothing for the weather conditions including hats, gloves, mittens, boots, coats, etc.

All children may either use the fenced in areas behind the Center or Irelan Park next to the Center for outdoor play; weather permitting and with proper permission slip signed by parents in the enrollment paperwork.

Children also play in specific areas designated around the in-ground sprinkler system at the Center during appropriate summer weather. Information for “Sprinkler Day” each week during the summer is available in the classrooms.

Kindergarten and School Age children who go on any other outdoor outings will have a signed permission slip for each occasion. These trips may be cancelled or changed at the last minute due to weather conditions or other factors.

Teachers watch for potential hazards, for times when the play area is too wet or in any way unclean or unsafe for the children to play. All play areas have been designed and are inspected for safety and cleanliness. During times of bad weather staff will provide class plans including indoor gross motor play.

## Clothing

Children’s clothing is very much alike in looks and sizes and needs to be **clearly marked with the child’s full name.** We urge you to consider washable and comfortable play cloths that the child can manage as much as possible. Because the children will spend part of each day outdoors, they also need to be dressed according to the weather conditions. Please do not have your children wear sandals or shoes with open toes or heels that are unsafe for outdoor play on swings and other playground equipment. Closed toed shoes or tennis shoes only.

We also request that each family enrolling a child bring one complete set of extra clothing marked with the child’s name. Extra clothes are sometimes needed for emergencies caused by anything from toileting problems to an occasional excessive zeal of mud pies. Wenzler Preschool & Learning Center is not responsible for unmarked clothing. All children not toilet trained must furnish a supply of disposable diapers and wipes to the classrooms.

## **Toys and Things from Home**

We know that kids love their toys from home, but we do not allow outside toys to be brought into the Center.

Electronic toys, tablets, games and etc from home cannot be brought in. In the case of Kindergarten and School Age groups, they will have designated “Electronics Day.” These items cannot have cellular internet access enabled while at the Center. Children’s electronics will not be given access to our wifi at anytime. Any device that is accessing the internet will be confiscated and turned back over to the parents and you will be asked to not allow that particular device to return.

## **State Requirements**

Wenzler Preschool & Learning Center is licensed to operate legally by the Ohio Department of Job and Family Services. All pertinent information is listed on the “Information Required by Ohio Administrative Code” included in the welcome packet.

# SECTION 4

## Food Information

Wenzler Preschool & Learning Center provides a wonderful breakfast, a hot lunch, and healthy snacks. We work with the Ohio Child Food Program and are licensed and inspected by the Montgomery County Health Department as a food service operation. Included in your welcome packet is a federally required enrollment form and application to be filled out and returned. Also included is information on Healthy Start and Healthy Families programs.

We employ a full time Cook to prepare the food. Any parent or guardian with a question regarding their child's foods may contact our Cook or the Director. Monthly menus for lunch and breakfast and snack are available to the parents and guardians on our website and posted in the hallway on our Food Program board.

## Nutrition Requirements

At Wenzler Preschool & Learning Center meals and snacks are served at intervals mandated by the USDA of not more than 4 hours. Unless informed otherwise, your child will receive 1% milk each day. Infants and young toddlers will be served Vitamin D milk as prescribed by the USDA requirements. Meals also include 1/3 RDA for meat or meat alternative, fruit and vegetables, bread and bread alternatives. Breakfasts and snacks include milk, fruit and bread or cereals. Our menus are approved regularly by the State of Ohio Food Program nutritionists.

## Parent Provided Meals

It should be unnecessary for parents or guardians to provide food. However, any food provided by parents or guardians must have foods from all four food groups – protein, grain, fruit/vegetable, and dairy. The meal provided must fulfill one-third of the child's recommended daily dietary allowances. Special Diet forms are included in the enrollment packets. Please contact the Director for more specific information. Any special milk product needed is to be provided by the parents and must meet USDA requirements for milk substitute. Requirements are available from the Director upon request.

Parents or guardians may communicate with the teachers and/or Director to supplement any foods provided with portions from the meal provided by Wenzler Preschool & Learning Center. Copies of nutritional information may be obtained from the Director.

## **Infant Needs/Meals**

A suggested daily feeding schedule for infants is included in the welcome packet and mothers are welcome to come in to breast feed, if possible. With our full kitchen, we are equipped to provide for adaptations to the menu to take into account the developmental levels of infants. If our own infant formula is used, we follow the directions on the container. An Infant Daily Report showing the foods and amounts given to the infants at each feeding are given out to the parents. It also shows the primary caregiver for the infant. If a parent has any questions or concerns about their child's food, they can talk with that person or to the Center Director.

## **Federally Required CACFP Nondiscrimination Statement**

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for the employment on the bases or race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibit bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <https://www.ascr.usda.gov/> or any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue S.W., Washington D.C. 20250-9410, by fax 202-690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

# SECTION 5

## Procedures for Emergencies & Sickness

In the event of an illness or accident regarding your child, we will first attempt to contact you and/or your spouse at the numbers you have provided us on your application. If we are not able to contact you, we will attempt to contact the first person named from your emergency contact on your application.

In the event we are unable to contact you, your spouse or your emergency contacts, the Director will make a determination of whether or not we should call emergency – 911. If we feel that removal is necessary, we will try to have your child transported to the hospital you have named on your application. EMS personnel may have the final decision.

## Procedures for General Emergency

In the event that the Center must be evacuated, your child/children will be relocated to the Presidential Banquet Center located across the street (4548 Presidential Way) from Wenzler Preschool & Learning Center or to Skate World on David Road as a secondary evacuation site. A sign will be placed at the front door entrance indicating which.

## Medications

**State law states that we can only administer Rescue Medications such as epi-pens or inhalers.** It is required that you fill out an Administration of Medication form available from the Director. You **MUST** include dosage information and times of day the medicine is to be given if applicable. The form must have a parent's signature. In the summer, the form needs to be filled out for sunscreen products. The staff member administering medication will verify administration by completing the form required at the time of each administration.

Medication will be kept in the classroom, in a cabinet marked with a red cross. They are also taken with the class during outdoor play time. Only parents and staff will have access to medication. Current medication forms are kept in the classrooms. All past forms will be kept on

file for one year following the administration of medication. New forms will be signed by the parent or guardian upon expiration (or a maximum of 1 year).

**Prescription medications must be in their original container**, with the original prescription label marked with the child's name, dosage, number of dosages, and route of administration. The date of the prescription will be within six months of the request for administration of said medicine.

School Age children are included in the rule regarding medication and are not permitted to have or use any medications without the proper procedures. Prescription medications for specified or emergency conditions or treatment will be maintained and administered by the staff unless authorized by a licensed physician.

## Communicable Disease Policy

All children will be observed as they enter the program for signs of communicable disease. The person opening the Center will be trained in the recognition of the signs of communicable disease and the Ohio Department of Health and Communicable Disease chart is posted in the staff break room.

Mildly ill children are those children who upon entering the Center in the morning do not exhibit signs of communicable disease, but through the day have trouble keeping up with the regularly scheduled activities. These children will be cared for at the Center and watched closely for worsening condition, the parents or guardians will be notified, and the child released upon decision of the Director and parents.

Whenever the Center experiences an outbreak of a communicable disease, a notice will be posted on the inside of the main exit doors informing parents of the outbreak and the symptoms associated with the disease. The following precautions will be taken for children suspected of having a communicable disease:

- The Center will immediately notify the parent or guardian of the child's condition.
- A child with any of the following conditions will be immediately isolated, parent or guardian notified, and he/she will be discharged to his parent or guardian:

Temp. of 101 degrees in combination with any other sign or symptom of illness

Diarrhea (more than 3 abnormally loose stool 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

Untreated infected skin patches

Unusually dark urine or gray or white stool

Stiff neck with an elevated temp.

Evidence of untreated lice, scabies, or other parasitic infestations

Sore throat or difficulty in swallowing

Vomiting more than one time or when accompanied by any other sign or symptom of illness

- The Center will follow the Ohio Department of Health Communicable Disease Chart for the appropriate management of suspected illnesses.

- A child with any of the following signs of illness or suspected communicable disease will be immediately isolated from the other children:

Unusual spots or rashes

Sore throat or difficulty swallowing

Elevated temp.

Vomiting

Evidence of lice, scabies, or other parasitic infestation

The parent or guardian will be notified using the phone information provided by the parents of guardians. The child will be within sight and hearing of an adult at all times and cared for in another room or portion of a room away from other children. The child will be provided with a cot and blanket. Both cot and blanket will be washed and disinfected after use. The child will be made comfortable and carefully watched for symptoms listed in the above section or worsening condition, and will be discharged from Wenzler by decision of the Director and parent.

The Center offers First Aid and Communicable Disease training through the company twice a year. All employees go through training sponsored by the company, which includes hand-washing procedures, proper diaper changing procedures when appropriate, and disinfecting procedures. The Director supervises the training. Center employees will be sent home if exhibiting any signs of communicable disease.

Children or staff will be readmitted to the Center when they have been free of a fever for 24 hours, are free of the symptoms of communicable disease or are under the care of a licensed physician and are permitted by him/her to return to the Center with a doctor's note.

## Head Lice/Bed Bugs

Students exhibiting symptoms related to head lice, bed bugs or other parasites shall be referred to the Director or designee for inspection. Symptoms may include scratching of the scalp; the appearance of the nits within the hair; or small bite marks related to bed bugs. If evidence of head lice, nits or bed bugs is found, the Director or designee will take the following precautions:

- The Director or designee shall call the parent/guardian to request that their child be picked up from school and follow the recommended elimination treatment and/or procedures before the child will be allowed to return.
- Upon review of the situation, the Director may send a letter home to parent(s) or guardian(s) of other student(s) who may be at risk of infection of the specific parasite. The letter will outline the specific issue and the appropriate actions that should be taken.
- Upon review of the situation, the Director may have each student who has been in close contact with the infected person examined.

*Head Lice:* We may readmit a child to school after the appropriate procedures and/or treatment has been followed. If the parent/guardian is unwilling to cooperate with the treatment of head lice or if head lice are found two times in one year on an individual student, the Director or designee shall have the option of dis-enrolling the student from the Center.

*Bed Bugs:* If bed bugs or their symptoms are found on a student, procedures to eliminate the infestation in the home must be initiated by the parent/guardian. Until bed bugs and their symptoms have been eliminated from the home, student and their personal belongings, the student will not be allowed to return to the Center. If a parent/guardian is unwilling to cooperate with the procedures to eliminate the bed bugs or physical evidence is found on the student two times in one school year, the Director or designee may dis-enroll the student from the Center. This action is to protect the Center and other families from a bed bug infestation.



Head lice and bed bug control can be maintained through a treatment strategy that includes a variety of techniques plus careful attention to monitoring. The Center is committed to keeping students and facilities safe and free of infestations and has established procedures to ensure that outcome.

# SECTION 6

## Transportation of Children

The children will be transported in the Wenzler Preschool & Learning Center vans or buses, by a licensed driver employed by the Center for all trips except where emergency medical transportation is needed. Appropriate child restraint will be used on all routine trips and field trips. First aid boxes and cell phones for emergency use are always available on the van/bus.

In an emergency, the local life squad will transport your child to the medical/dental center as requested on your child's registration form.

Only enrolled Kindergarten and School Age children may participate in scheduled field trips at Wenzler Preschool & Learning Center.

## Written Parental Permission

Written permission from the parent or guardian for each child transported to or from the Center will be obtained for each outing or in the case of routine trips, will include all trips subsequent to the date of the signed permission form.

Permission slips for routing trips are updated annually. Information on the permission slip includes the child's name, destination, and dated signature of the parent or guardian. The date of the field trip and approximate time frame should be listed on the slip and/or the calendar distributed to the parents of kindergarten and school age children for summer. The calendar is also available on a bulletin board in the Kindergarten and School Age rooms.

## Supervision Plan for Trips

Each child on a field trip or special outing will have identification attached to him or herself containing the Center's name. Each teacher will have emergency treatment and transportation forms and child information cards for each child on the outing.

Two staff members will accompany each field trip, with one of these staff members being trained in emergency first aid procedures. Applicable staff to child ratios will be maintained on all routine trips and field trips.

Staff members will maintain safe rules of conduct and have the children's activities within their sight and/or control on the bus and at the destinations.

The driver shall see that each child boards and exits the vehicle at each destination to ensure that no child has been left on the vehicle. The driver shall see that each child boards and exits the vehicle from the curb side of the street and out of the path of moving vehicles. Misbehavior by any child on the van may result in the trip being cancelled for the safety of all.

Parents are permitted to accompany any field trips. If you have any questions or concerns regarding transportation or outings, please contact the Center Director.

## **Policy for Swimming Safety**

During the summer participation in any recreational or instructional swim program, prior written permission for each child to participate will be obtained from the parent or guardian. Permission for the summer swim program will be updated annually. Information on the permission slip includes the child's name, destination and dated signature of the parent or guardian.

The dates for swimming are on the calendar distributed to the parents of school age children. The calendar is also available on a bulletin board in the school age room. Only kindergarten and school age children are permitted in the summer swim program. Those younger are not permitted in the swimming program.

Notification will give the name of the swim center, address and location, and any other rules and information. At least one Center employee will oversee the water activities in addition to instructors of the swim program and lifeguards, and another will supervise the children outside the pool. The local pools used by Wenzler Preschool & Learning Center have been researched and inspected to be sure of safety and cleanliness standards. The children will swim in the shallow water unless special written permission is received from the parent or guardian allowing the child to have access to the deeper areas.

Transportation and safe rules of conduct as outlined above will be maintained. Although children are transported in the Wenzler Preschool & Learning Center bus, parents or guardians may pick up at the pool as long as they have and/or notified the teachers or Director in advance and make sure to make physical contact with the teachers or Center staff at the pool.

# SECTION 7

## Ohio Department of Job & 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: <https://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 natural origin of disability in violation of the Americans with Disabilities Act of 1990. 104 Stat. 32.42 U.S.C. 12101 et seq.

**This information is made available to all parents, guardians and employees as required by Ohio law.**

Child's Name: (please print) \_\_\_\_\_

Child's Name: (please print) \_\_\_\_\_

Child's Name: (please print) \_\_\_\_\_

Child's Name: (please print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Wenzler Preschool & Learning Center