

K.I.D.S. Place

Kids Instructional Development Series



Parent/Guardian Information Packet

City of Tallmadge Recreation Center
46 N. Munroe Road, Tallmadge, Ohio 44278
Phone: 330-634-2349
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For Children Ages Three to Five Years Old

TABLE OF CONTENTS

Center Program Information.....	3
Center Contact Information.....	3
Program Descriptions.....	3
Children with Disabilities.....	3
Non-Discriminatory Policy.....	3
Camp Days and Hours of Operation.....	3
Mission Statement.....	4
Our Philosophy.....	4
Sample Program Schedule (3 & 4 Year Old Group).....	4
Sample Program Schedule (4 & 5 Year Old Group).....	5
Staff/Child Ratios and Group Sizes Maintained for Each Age Group.....	5
Tuition & Enrollment.....	5
Fee Schedule.....	5
Enrollment Requirements.....	5
Supply Fee.....	6
Payments.....	6
Late Pick-up.....	6
Withdrawal.....	6
Tax Identification Number.....	6
Supervision, Guidance and Management.....	6
Arrival and Departure.....	6
Non-custodial Parent.....	7
Discipline Policy.....	7
Termination of Care.....	7
Proper Attire and Supplies.....	7
Staffing.....	7
Transitioning Children into the Next Age Group.....	8
What Snacks Will Be Served.....	8
Birthdays.....	8
Swim Policy.....	8
Illnesses, Emergencies and Incidents.....	8
General Emergency Medical Plan.....	8
Serious Incident, Injury, or Illness.....	9
Supervision in Event of Emergency.....	10
Daily Health Screening.....	10
Management of Illness.....	10
Symptoms for Discharge.....	10
Health Rules and Symptoms that Require Absence from School.....	11
Universal Precautions.....	12
Medication.....	12
School Closings.....	12
Transportation of Children.....	12
Emergency Transportation.....	12
Field Trips.....	12
Parent/Guardian Participation Policy.....	13
Questions or Concerns.....	13
Opportunities to Participate.....	13
Meet with Staff.....	13
Roster.....	14
Licensing.....	14

CENTER PROGRAM INFORMATION

Center Contact Information

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Tallmadge Recreation Center
46 N. Munroe Road, Tallmadge, Ohio 44278
Phone: 330-634-2349
Fax: 330-633-7727

Program Descriptions

K.I.D.S. Place offers two preschool classes for children ages 3 through 5 years old during the school year. K.I.D.S. Place follows the Tallmadge Public School System calendar. ALL CHILDREN MUST BE TOILET TRAINED (no pull-ups or diapers) to enroll.

- The 3 & 4 Year Old Group will meet Monday through Thursday from 9:30 a.m. to 11:30 a.m. Children are eligible for this group if they are at least three years old and will not turn five years old during the school year.
- The 4 & 5 Year Old Group will meet Monday through Thursday from 12:30 p.m. to 2:30 p.m. Children are eligible for this group if they are four to five years of age during the school year.

Children may enroll in K.I.D.S. Place Summer Camp during the summer months. Ask the Children's Activities Director or Administrator for additional information in Spring.

Children with Disabilities

Children with mental or physical disabilities have the opportunity to participate in all activities at the center. All children benefit when children with and without disabilities are served in the same setting. Children who do not have disabilities experience growth in social skills, increased tolerance of others, and decreased fear of human differences.

K.I.D.S. Place will make any reasonable modification in policies, practices and procedures in order to accommodate individuals with disabilities. Our facility meets current ADA architectural requirements. Individualized Plans are used to meet the specific needs of children with disabilities while under our care and supervision. Please speak with the Administrator, or designee, for more details.

Non-Discriminatory Policy

The City of Tallmadge does not discriminate for reason of race, creed, color, gender, religion, disability, national and ethnic origin in its admissions, scholarship or educational programs and activities.

Center Days and Hours of Operation

The program will operate Monday through Thursday during the school year. The program begins September 7, 2010 and concludes May 19, 2011. The program follows the Tallmadge Public School District holiday calendar.

PROGRAM	START TIME	END TIME
3 & 4 Year Old Group	9:30 a.m.	11:30 a.m.
4 & 5 Year Old Group	12:30 p.m.	2:30 p.m.

PARTICIPANTS MUST PRE-REGISTER. ENROLLMENT IS LIMITED.
FIRST COME/FIRST SERVE.

Mission Statement

Our mission is to promote the well-being of children in the community by providing quality, affordable child care in a fun, friendly, and safe environment.

Our Philosophy

Our philosophy is based on meeting the developmental needs of each child. The learning environment is designed to allow children to experiment and explore in areas that include creative activities, dramatic play, art, music, and the community environment. Children will work on many skills, which include language, color, shape, number, letter, and counting concepts. In addition to classroom activities, children will utilize the playground, soccer field, track and basketball courts to stimulate physical well-being and encourage social interaction. K.I.D.S. Place is committed to serving a diverse population of children and families in the community, and to providing a multi-cultural, integrated curriculum. Art and music include materials, art work, songs, and instruments from many cultures. We believe that quality preschool education involves constant interaction among the children, the teacher, the parent or guardian, and the environment. We incorporate recommendations made by Tallmadge Schools Kindergarten teachers in our programming. Our goal is to provide a warm and encouraging place in which children can grow and learn.

Sample Daily Program Schedules

In addition to the below Group Sample Schedules, weather permitting, the children will also be given outdoor play. The area of play will be on the side of the Tallmadge Recreation Center building and will be the grassy area along with the black top surface area.

3 & 4 Year Old Group Sample Schedule

TIME	ACTIVITY
9:20 a.m.	Please arrive no earlier than 10 minutes before class. Parents/guardians must sign the daily sign in sheet upon arrival.
9:30 a.m.	Dramatic Play – Children start the morning with a teacher-led exercise that gets their creative minds working. Please have children arrive by 9:30 a.m., so they are easily able to transition into the rest of the morning.
9:40 a.m.	Circle Time – This teacher-led time allows children to practice group interaction skills. Children learn to raise hands and listen to others. During this time children may participate in “Show and Tell”, story telling, singing, and other group activities.
10:00 a.m.	Arts & Crafts – Children will have the opportunity to learn coloring skills, cutting skills, and be creative.
10:20 a.m.	Restroom Break – Self-help skills are reinforced. A staff member will accompany children to the restroom but will not accompany children into the restroom stalls. Children must wash their hands before returning to the room for snack.
10:30 a.m.	Snack Time – Children will have a beverage and snack.
10:40 a.m.	Enrichment Time – Children will be instructed in various subject areas such as learning letters, manipulation, math, and science. Children will also be able to utilize the center’s playground, basketball court, and soccer field for supervised games, playtime, and other activities. The teacher will also work on language skills with children, such as learning to spell their name and other basics.
11:10 a.m.	Clean Up Time
11:20 a.m.	Story Time – Children will gather again in the Circle and wind-down the morning with a story.
11:30 a.m.	Dismissal – Please arrive on time.

4 & 5 Year Old Group Sample Schedule

TIME	ACTIVITY
12:20 p.m.	Please arrive no earlier than 10 minutes before class. Parents/guardians must sign the daily sign in sheet upon arrival.
12:30 p.m.	Dramatic Play – Children start the morning with a teacher-led exercise that gets their creative minds working. Please have children arrive by 12:30 p.m., so they are easily able to transition into the rest of the afternoon.
12:40 p.m.	Circle Time – This teacher-led time allows children to practice group interaction skills. Children learn to raise hands and listen to others. During this time children may participate in “Show and Tell”, story telling, singing, and other group activities.
1:00 p.m.	Arts & Crafts – Children will have the opportunity to learn coloring skills, cutting skills, and be creative.
1:20 p.m.	Restroom Break – Self-help skills are reinforced. A staff member will accompany children to the restroom but will not accompany children into the restroom stalls. Children must wash their hands before returning to the room for snack.
1:30 p.m.	Snack Time – Children will have a beverage and snack.
1:40 p.m.	Enrichment Time – Children will be instructed in various subject areas such as learning letters, manipulation, math, and science. Children will also be able to utilize the center’s playground, basketball court, and soccer field for supervised games, playtime, and other activities. The teacher will also work on language skills with children, such as learning to spell their name and other basics.
2:10 p.m.	Clean Up Time
2:20 p.m.	Story Time – Children will gather again in the Circle and wind-down the morning with a story.
2:30 p.m.	Dismissal – Please arrive on time.

Staff/Child Ratios and Group Sizes Maintained for Each Age Group

<i>Program</i>	<i>Ratio</i>	<i>Group Size</i>
3 & 4 Year Old Group	1 Adult to 12 Children	2 x Ratio = 24 Children
4 & 5 Year Old Group	1 Adult to 14 Children	2 x Ratio = 28 Children

TUITION & ENROLLMENT

Fee Schedule

	<i>Annual Recreation Center Member</i>	<i>Non-Annual Recreation Center Member</i>
Deposit/Supply Fee (Non-refundable)	\$50.00	\$50.00
Monthly	\$115.00	\$120.00
Annual	\$985.00 if entire school year is paid in full	\$1030.00 if entire school year is paid in full

Enrollment Requirements

PARTICIPANTS MUST PRE-REGISTER and pay deposit/supply fee. Parents/guardians must submit all of the appropriate forms, make all payments, and have a pre-admission meeting with staff prior to child’s first day of preschool with the exception of the Child’s Medical Statement. The Child’s Medical Statement must be on file thirty days from the child’s date of admission into the program. Legal guardians must submit a certified copy of the court order granting guardianship. A certified copy of any court orders limiting access and contact of the child by a non-custodial parent must be submitted. Enrollment is limited. Enrollment is on a FIRST COME/FIRST SERVE BASIS. The center must receive ALL necessary materials before the enrollment package is considered complete.

Supply Fee

There is a yearly non-refundable deposit/supply fee of \$40.00 per child. This fee must be paid at the time of registration. *Pre-registration is required.*

Payments

The first month's tuition must be paid in full prior to the child's start date. Invoices will be distributed on or about the 15th of the month. Thereafter, tuition must be paid by the 1st of every month for the following month. The parent/guardian may pay monthly or for the entire school year. Please give the payment and payment coupon (to be provided) to our Front Desk staff to enter into the cash register. K.I.D.S. Place staff may not accept the parent/guardian payment. Checks should be made payable to the City of Tallmadge. Any checks returned for insufficient funds (NSF) or payments received after the 1st of the month will result in an additional \$10.00 fee per infraction. Failure to pay tuition will result in your child's termination from the program.

Fees WILL NOT BE REFUNDED for days missed by a child due to:

- Weather cancellations
- Cancellations required by the City of Tallmadge
- Family vacations taken outside of the established preschool breaks
- Illness and inability to arrive at preschool
- Discipline or suspension
- Inability to complete the year, unless a two-week advanced written notice of withdrawal is given to the preschool. The parent/guardian may obtain a withdrawal form at the Front Desk.

Late Pick-up

Out of respect for the teachers and staff, the pick-up time is strictly adhered to. A late fee of \$5.00 for every 10 minutes after the pick-up time will be charged.

Withdrawal

Parents/guardians must provide the Administrator TWO WEEKS PRIOR WRITTEN NOTICE of withdrawal from the center. Fees paid in advance of the effective date of withdrawal may be refunded if at least two weeks notice is given.

Tax Identification Number

The center uses the tax identification number: 34-6002784.

SUPERVISION, GUIDANCE AND MANAGEMENT

Arrival and Departure

Every time parents/guardians enter the building, they must stop at the Front Desk and identify themselves to the staff. Children must be escorted to the classroom by the parent/guardian. As each child enters the classroom, the parent or guardian is required to sign the child in. This sign-in sheet acts as one method of attendance. At the beginning of each class, the Pre-school Teacher will verify that each child is accounted for appropriately and is responsible for forwarding the record at the conclusion of each class to the Front Desk. The attendance records will be maintained in a file in the Front Office.

Parents/guardians may designate another adult to pick up children IN WRITING. That person will be required to show identification before they are permitted to leave with the child. When picking children up for the day, parents/guardians must follow the same procedure for drop-off, meet the child at the classroom door, and sign the child out.

Non-custodial Parents

A parent of a child enrolled at the center who is not the child's residential parent will be permitted the same access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and contact by the nonresidential parent. This documentation must be a CERTIFIED copy of the custody agreement or judge's order. This documentation will be kept on file. Upon entering the facility, the non-custodial parent must report to the Administrator, or designee, in the Front Office.

Discipline Policy

It is the staff's responsibility to insure the safety of each child. Positive reinforcement will be used as the primary disciplinary tactic. Removing a child from the play area by placing the child in a time-out chair until the child can appropriately return is another tool that may be used to curb negative behavior. If the child's behavior continues to be a problem, the child may be suspended from the program. The goals of discipline are to help the child develop inner controls, help the child verbalize instead of using physical actions, bring the child in touch with his/her feelings, and establish appropriate and constructive behavior.

In order to assure a positive experience for all of the children, there are some common courtesy rules by which they must abide:

- No violence – it is unacceptable to hit, slap, kick, bite, or engage in any physical contact during our program.
- No profanity – children are expected to be respectful with their language.
- Children are expected to take care of supplies and equipment, share with other children, and help clean up when finished playing.

All staff shall comply with DJFS Rule 5101:2-12-22 for Child Guidance and Management.

Termination of Care

K.I.D.S. Place may and will terminate care for a child, if any, although not limited to the following occur:

- Nonpayment of fees
- The center's policies as stated in this handbook are not followed
- Extreme/persistent behavioral problem
- Any harassment of staff, children, or other parents

Proper Attire and Supplies

Since children will be engaged in active learning and play, it is possible that children's clothes may get dirty. Do not dress children in their best attire. Children should wear white-soled tennis shoes and socks each day. During the winter please bring a change of shoes so that they can change out of their snowy/wet shoes into clean/dry shoes. In addition, please bring a change of seasonally appropriate clothes for children to change into if necessary.

On the first day of class, children should bring a folder to carry paperwork home. Each child should also carry a book bag. This will be used to transport any crafts, papers, and news from the center. The bag should be marked with the child's name. Children will be assigned lockers for their use while at K.I.D.S. Place. We also ask that each child bring a change of clothes in a bag marked with their name on it.

Staffing

CHILDREN WILL BE SUPERVISED AT ALL TIMES. NO CHILD SHALL EVER BE LEFT ALONE OR UNSUPERVISED. NO CHILD IS TO LEAVE THE CLASSROOM UNLESS ACCOMPANIED BY AN ADULT. Caring individuals with varying degrees of education and experience staff K.I.D.S. Place. Our Administrator and Teachers have extensive experience and training working with the children. Teacher Assistants and Aides receive

on-going training to develop and strengthen their skills. THE STAFF IS REQUIRED BY STATE LAW TO REPORT ANY SUSPICIONS OF CHILD ABUSE OR CHILD NEGLECT.

Transitioning Children into the Next Age Group

Children will be enrolled in a group based on their age before the school year begins. Children will not transition during the school year. Children must pre-register for the appropriate group before the beginning of each session.

Snack Time

Please provide your child with a snack and beverage each day of attendance. The 3 & 4 Year Old Group will have a snack at approximately 10:30 a.m. The 4 & 5 Year Old Group will have a snack at approximately 1:30 p.m. Please provide your child with a nutritional well-balanced diet. The following is the recommended daily dietary allowance for your child.

MENU FORM	AGE 3-5
Lunch	
Milk, Fluid	¾ cup
Meat or Alternate	1 ½ oz.
Vegetable or Fruit	½ cup
Vegetable or Fruit	½ cup
Cereal/Bread Alternate	½ cup or ½ slice
<i>Snacks: Choose 2 of these 4</i>	
Milk or Fluid	½ cup
Vegetable or Fruit	½ cup
Bread or Alternate	½ cup or ½ slice
Meat or Alternate	½ oz.
(Do not serve milk and juice together or 2 foods from the same group.)	

Parents and guardians are encouraged to bring items that do not need to be refrigerated. However, a refrigerator is available in the event that it becomes necessary. Some example beverage and snack items are as follows:

Beverage	Snack
Water	Animal Crackers
Pine/OJ	Applesauce
Fruit Punch	Fruit Snacks
Straw/Kiwi Juice	Fig Newtons
Grape Juice	Oyster Crackers and Raisins
Veryberry Juice	Mini Muffins
Apple Juice	Townhouse Crackers
Mango Juice	Rice Krispy Treats
Milk	Fruit Yogurt
	Saltine Crackers
	Goldfish
	Vanilla Wafers
	Cereal Mix
	Cookies
	Wheat Thins
	Cheddar Crackers
	String Cheese and Pretzels
	Graham Crackers

PLEASE NOTE: If necessary, staff will supplement a child’s snack. The first time this occurs, the parent/guardian will receive a reminder notice of the above requirements. The second time this happens; the parent/guardian will

receive a notice and be charged for the cost of the supplemental food or beverage. Failure to provide a snack three times may result in the child's suspension from the program.

Birthdays

Parents/guardians are encouraged to bring in a special treat for your child to celebrate his or her birthday. There should be enough for every child in the class. Examples of special treats are birthday cake, cupcakes, popsicles, cookies, and fruit cups.

Swim Policy

There will be no swimming activities in the K.I.D.S. Place program. Please refer to K.I.D.S. Place Summer Camp Information Packet for details about summer swimming opportunities.

ILLNESSES, EMERGENCIES AND INCIDENTS

General Emergency Medical Plan

Phones are available for the center's use in case of emergency. Telephones are located in the storage area adjacent to the classroom, the playground area, and front desk. Emergency telephone numbers are posted in the room. A fire drill will be conducted at varying times each month.

Staff are trained in First Aid and CPR. The first aid kits are located in the Front Office, the classroom, and in the child care closet. A first aid kit will also accompany the children on all field trips in addition to their emergency forms. Teachers are responsible for keeping these forms with them.

Universal precautions (i.e. rubber gloves) will be worn when adults handle injuries or illnesses that involve body fluids.

A Dental First Aid Chart is posted in the classroom. In case of a dental emergency, if a tooth is dislodged from the child's mouth, it will immediately be placed in Hank's Solution and all medical emergency policies will be implemented immediately.

A staff member witnessing an incident/injury shall complete an Ohio Department Job & Family Services Incident/Injury Report. This report must be completed upon the occurrence of any incident, illness, or other event outside the course of normal daily events. The staff member will be required to complete the form before the child's parent or guardian arrives to pick up the child or immediately following any emergency transportation. The Administrator, or designee, will sign the report. One copy of the report will be given to the parent/guardian and one copy will be placed in the Accident Report File found in the classroom and office. Staff will fill out an incident report when the following occurs:

- An illness, accident, or injury that requires first aid treatment
- A bump or blow to the head
- Emergency transportation
- An unusual, unexpected event, which jeopardizes the safety of children or staff, such as a child leaving the center unattended.

Current emergency contact numbers are as follows:

- Recreation Center 330-634-2349
- Emergency Squad 911 OR 330-633-2181
- Fire 911 OR 330-633-2181
- Police 911 OR 330-633-2181
- Children's Hospital Emergency 330-543-3000
- Poison Control Center 1-800-222-1222
- Children's Protective Agency 330-379-1880

The children's medical records are located in folders in the classroom and office. The children's enrollment, health, attendance, and emergency transportation forms will also be found in the folders.

If a general emergency, such as loss of power or heat, requires that children be moved to an alternative location, the children will be transferred to the Tallmadge Community Center, 80 Community Dr. All of the children will be placed on the Recreation Department bus and transported according to all appropriate transportation procedures. Parents will be notified by phone as soon as possible. Children will remain at the Tallmadge Community Center until such time that a parent/guardian is available to pick up the child.

Serious Incident, Injury, or Illness

The following procedures will be followed in the event of a serious incident, injury, or illness:

- The EMS squad will be called.
- Staff will provide emergency first aid and contact parents/guardians.
- Staff will accompany the child to an emergency care source and will remain with the child until the child's parent/guardian assumes responsibility for the child's care.
- The child's medical records will be sent with the child.

Supervision in Event of Emergency

In the event of an emergency, one staff member must immediately notify the Front Office of an emergency. The Administrator, or designee, will substitute staff to maintain compliance with DJFS ratios.

Daily Health Screening

The receiving teacher must perform a health check on each child every day upon arrival at the center pursuant to ODJFS Rules. The check includes observing the child's appearance and behavior and asking the parent/guardian about the child's well-being since last attending the center. Any unusual observation, such as an injury the child has sustained since being at the center, must be recorded in a daily log. The child's temperature must be taken promptly if fever is suspected.

It is the responsibility of teachers to observe the children and notify the Administrator immediately if a child's appearance or behavior indicates he/she is unwell. The child observation form is to be used to record observations and interventions and a copy is given to the parent/guardian when the child is discharged.

Management of Illness

In the event of an illness occurring while the child is at K.I.D.S. Place, the following procedures will be implemented:

- If a child becomes ill at K.I.D.S. Place, we will care for their immediate needs and isolate him/her on a cot. The isolated child will remain within sight and hearing of an adult at all times as she or he is cared for in a portion of the room away from other children.

- The Administrator, or designee, will contact the parent/guardian so the child can be taken home.
- In the event K.I.D.S. Place staff is unable to contact the parent/guardian, we will call the emergency numbers the parent/guardian has provided.
- If the child needs emergency medical attention and staff is unable to contact the parent/guardian, staff will contact the child's physician or the EMS squad and follow their instruction.
- Children will be readmitted to the preschool when they are free of communicable disease symptoms or have a written permission form from a physician. The communicable disease chart and listing of symptoms that require absence from school will be used as a guide for exclusions. The communicable disease chart is posted in the classroom. If a child has a communicable disease, a notice will be posted.

Symptoms for Discharge

Signs of Illness That May Be Life Threatening

If the illness may be life threatening, the Administrator will be notified immediately. The emergency squad will be called and a parent is contacted.

- Severe coughing, high pitched whistling (barky) sound, redness or blueness in face, rapid or difficult breathing
- Vomiting with other signs such as fever, headache
- Temperature of 100 degrees Fahrenheit or more (axillary) when combined with any other sign of illness such as lethargy, abnormal activity, vomiting, extreme tiredness, difficult to wake, stiff neck
- Difficulty in breathing or swallowing

Signs of Probable Illness

If signs of a probable illness are identified the Administrator will be notified. A parent will be called and advised to take the child to the doctor.

- Fever of 100 degrees or more
- Sore throat
- Eye redness, swelling, drainage
- Unusual spots/rash with fever or itching
- Crusty, bright yellow, gummy skin sores
- Diarrhea and/or vomiting two or more times in a day
- Yellowing of skin and white part of eyes
- Clay-colored stools and/or tea-colored urine

Signs of Possible Illness

If signs of a possible illness are identified, the administrator will be notified. A parent is informed and the child observed closely.

- Earache; check for fever, discharge from ear
- Headache
- Itching of scalp; if nits are found the child is isolated and parents are notified and advised to seek treatment
- Evidence of other parasitic infestation (scabies, intestinal worms).
- Fever, but less than 100 degrees Fahrenheit
- Fussiness
- Runny nose
- Mild cough

When Fever is Present

When a fever is present the Administrator will be notified. A parent will be called to take a child home when a fever of 100 degrees is present. A parent will be called and advised to take the child to a doctor promptly if the child is

acting sick and if the temperature is over 102 degrees. The administrator will be notified, and an emergency squad and parents will be called if any child has a temperature over 105 degrees Fahrenheit.

Health Rules And Symptoms That Require Absence From School

Although we encourage children to attend preschool on a regular basis, there may be times when it would be best for them to stay at home. The following list of symptoms is suggested as a basis for staying home:

- Fever of 100 degrees or more
- Nausea, vomiting or diarrhea
- Sore throat
- Rash
- Severe cough or difficulty swallowing
- Headache or earache
- Parasitic infection
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Untreated infected skin patches

A child's temperature should be normal for 24 hours preceding his or her return to school following an illness. It is not necessary to contact the child's teacher because of illness causing the child to be away from school for a short time. However, please contact the preschool if the child will be out for an extended period of time at 330-634-2349.

Universal Precautions

Universal precautions (i.e. rubber gloves) will be worn when adults handle injuries or illness that involve body fluids. Proper and frequent hand washing/sanitizing is the most effective way to prevent the spread of infection and must be done at the following times:

Staff

- Upon arrival at work
- Before and after handling food
- After using the restroom or accompanying child to restroom
- After removing disposable gloves used for any purpose
- After performing cleaning tasks or handling garbage
- After play in the playground
- Before going home

Children

- Upon arrival at the center
- Before and after eating
- After using the restroom
- After play in the playground
- Before going home

Medication

The center will not administer medication, food supplements, or modified diets unless it is a life-threatening emergency in strict accordance with all Day Care Licensing Rules provided by the Ohio Department of Jobs and Family Services. Required forms necessary to administer a prescribed medication must be completed prior to usage. We DO NOT allow children to self-medicate.

School Closings

K.I.D.S. Place follows the Tallmadge School System holiday calendar. All school closings due to bad weather will be announced over WAKR 1590 between 7:00 a.m. and 8:30 a.m. If Tallmadge Schools close, K.I.D.S. Place will also be closed. Snow days will not be made up.

TRANSPORTATION OF CHILDREN

Emergency Transportation

In the event of an emergency, the center will immediately call 911 and the EMS will transport the child. The Administrator will contact parents/guardians after the 911 call. Staff will accompany the child to an emergency care source and will remain with the child until the child's parent/guardian assumes responsibility for the child's care. All staff/child ratios will be maintained at all times during an emergency.

Field Trips

The center has on staff a part-time employee who has a State of Ohio commercial drivers license with a specification for driving school buses. The certified bus driver is trained in all emergency procedures. The child care staff will accompany the students on the bus and utilize a "Field Trip Assignment List" to insure that all children are counted. The staff will verify the children attending the field trip, the total number attending the field trip, whether the center received the permission form, and whether the medical form is on file. The permission and medical forms will be taken on the trip. At least one, if not more K.I.D.S. Place staff will be present on the bus with the driver at all times. Staff/child ratios will be maintained at all times throughout the trip. Children will be required to wear badges that make them identifiable once they arrive at the location for the field trip. The badges include the center's name, and address and phone number of the center. Children will be required to wear them until they return to the center at the conclusion of the field trip. Written parent/guardian permission is required for all trips.

PARENT/GUARDIAN PARTICIPATION POLICY

Questions or Concerns

Please direct any questions or concerns to the Administrator. If parents/guardians feel their questions and/or concerns are not being addressed, please contact the Children's Activities Director or Facility Manager. If you continue to feel that your questions or concerns are going unanswered, please contact the Director of Public Service Office at 330-633-0854.

Opportunities to Participate

Parents are welcome to observe classes and visit the program at any time during our hours of operation. Parents are also encouraged to work with your children on concepts at home. Parents/guardians have unlimited access to the child care portion of the Recreation Center while their child is in attendance. Parents/guardians must notify the Administrator upon entering the premises. Parents/guardians are not permitted to use the recreational portion of the facility without purchasing the appropriate day pass or membership.

Meet with Staff

The center will hold informational meetings before the beginning of each school year. Parents/guardians will be required to attend a meeting before their child may attend the center. If the parent/guardian demonstrates they are unable to attend scheduled meetings, the Administrator may hold an individual meeting with the parent/guardian. One-on-one meetings will be permitted and scheduled at the discretion of the Administrator. At the meeting the

Administrator will review the policies and procedures and answer parents/guardians questions and/or concerns. Parents/guardians will be required to complete an acknowledgement form that will be kept on file at the center.

Parents/guardians of new enrollees must attend the informational meeting for the 2009 school year. Parents/guardians enrolling their child(ren) for a second consecutive year thereafter are not required to attend another information meeting. However, a new Informational Packet will be distributed and a new acknowledgement must be on file before the child is permitted to attend.

Roster

Included in the children's enrollment sheet is a request to be included or not included on a roster provided by the center. A roster of names and telephone numbers of the K.I.D.S. Place parents/guardians will be available upon request to all parents, unless a parent requests that his/her information be deleted.

Licensing

K.I.D.S. Place holds a license issued by the Ohio Department of Job and Family Services. This license is posted in the classroom. The laws and rules governing the preschool are available upon request. The licensing record, compliance report forms, complaint investigation reports, and evaluations from building and fire are available for review from the Ohio Department of Job and Family Services. The preschool has completed report forms from the Building Department, Fire Department and Health Department. It is unlawful for the City of Tallmadge to discriminate in the enrollment process on the basis of race, color, sex, religion, or national origin. A toll-free number to report a suspected violation by the center is available on the facility's license.