



Kiddie Company Landerhaven

Parent Information Packet

6005 Landerhaven Drive, Suite B, Mayfield Heights, Ohio 44124

Office@KiddieCompanyLanderhaven.com

Updated 3/1/24



Kiddie Company History

Founded in 1975 by Joyce Kellogg in a small church in Mayfield Heights, Kiddie Company saw rapid growth in enrollment, prompting a move to the former Bolton Elementary School. After the city announced plans to close Bolton in 2008, Joyce's son Scott Kellogg and wife Faith decided to uphold the legacy by purchasing Ridgebury Elementary School. Today, the Kiddie Company Enrichment Center is a leading daycare, preschool, and school age program in Ohio, serving over 400 families. In 2019, the company expanded further with the launch of the Landerhaven branch.

Center Program Information

We offer full daycare services for children aged 6 weeks to 3 years, a preschool and pre-kindergarten enrichment program for 3 to 5-year-olds, and school-age care during vacation days, spring break, winter break, snow days, and summer break.

Chain of Command

The hierarchy structure includes Emily Walker as the Administrator, Deidre Cummings as the Operations Manager, and Sue Turney as the Office Manager.

Hours and Days of Operation

The Kiddie Company operates from 6:30am to 6:30pm on weekdays. Major holidays like New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day are excluded. The company also occasionally closes for professional development days. Safety is a top priority, and closures only occur in cases of severe weather or utility issues that could jeopardize children's well-being. Families are promptly updated through our procure app, social media and local news outlets in such circumstances.

Philosophy and Goals

The Kiddie Company creates a warm and engaging atmosphere for children, while delivering secure and top-notch care. Our nursery, toddler, and preschool curriculum promotes children's curiosity, growth and educational experiences. We use the Learning Beyond Paper Curriculum, which promotes arts, music, science, math, games and play. Children aged 6 weeks to 12 years old receive care and guidance in a comforting setting akin to a "home away from home", enabling them to develop and flourish at their own unique pace.

How to enroll your child to Kiddie Company

Current Families: Re-registration is in May. You will receive a re-registration packet with instructions on how to re-enroll your child. A yearly supply fee applies.

New Families: Secure your spot by paying the supply fee and filling out our registration packet. Submit all required paperwork before the first day of enrollment to ensure our teachers are prepared for your child's arrival. Additionally, new students are allowed one free ½ day to visit their classroom before officially starting.

Paperwork required for enrollment:

- JFS 01234 Child Enrollment and Health Information for Child Care

- JFS 01305 Child Medical Statement for Child Care
- Emergency Information Sheet
- Tuition Information Sheet & CACFP Sheet

Important Policies Relating to Enrollment

- Kiddie Company requires all children to have received recommended immunizations before attending, enrolling.
- Kiddie Company requires a parent or guardian to grant consent for emergency transportation and medical treatment. This must be done before enrolling and attending our center .

Payment Schedule and Policies

- All payments are made online using the ProCare App one week in advance
- Late pick-up fees of \$1 per minute past 6:30 p.m. will automatically be charged regardless of the reason causing you to be late. If late pick-ups become a recurring problem, we reserve the right to disenroll your child.
- If your payment for the week has not been received by the due date, you may not return until your bill is paid in full.
- If late payments become a problem, we reserve the right to disenroll your child.

Registration and Base Days

- Our “School Years” are from August to August.
- Re-registration is held during the month of May for the following school year. A zero balance will be required in order to re-register.
- All new families registered in May or later will not have to re-register for the new school year.
- A minimum of three base days is required. Base days are the days your child will be attending regularly or what your tuition is based on. You are responsible for paying for these base days even if the center is closed for holidays or your child is absent for any reason including illness.
- Vacation days are offered to parents; they are equivalent to the number of base days you originally signed up for. These can be used for vacations or holidays when Kiddie Company is closed. Your child cannot be present for the days that you use them, and once they are gone, you will not receive more until the following school year.
- You can add days if needed and space is available, but switching days is never allowed.
- A two week notice must be given for any changes or withdrawals from the program by filling out the change of schedule/billing form at the office.
- Extended Leave: This is allowed only once per school year. If you are leaving for a period of anywhere between two (2) to twelve (12) weeks, you may disenroll your child and pay a \$75 Extended Leave Fee to hold your spot for when you return. Within the same school year you are not entitled to new vacation days, you will keep the same status as it was before you left. The Extended Leave Fee simply holds your spot. If you are gone more than twelve (12) weeks, your spot cannot be guaranteed and you must re-register completely in order to return.

Staff/Child Ratio and Maximum Group Size

We abide by the staff/child ratios that have been set by the Ohio Depart. Of Jobs and Family Services.

Age of children	Staff/child ratio
Infants (birth and under 12 months)	1 to 5 or 2 to 12 in same room
Infants (12 months and under 18 months)	1 to 6
Toddlers (18 months and under 2 1/2 years)	1 to 7
Toddlers (2 1/2 years and under 3 years)	1 to 8
Preschool - three years	1 to 12
Preschool - four and five years of age	1 to 14
School age - kindergarten to 11	1 to 18
School age - 11 years through 14 years	1 to 20

Sample School Schedule

**Note that these times will vary with each class to ensure that all activities can be fit in for all rooms.*

6:30 am	School Opens	11:45 am-12:15 pm	Lunch
7:00 am-8:00 am	Quiet Activities	12:30 pm-2:30 pm	Rest Time
8:00 am-8:30 am	Breakfast	2:30 pm-3:00 pm	Bathroom Break
8:30 am-8:45 am	Bathroom Break	3:00 pm-3:30 pm	Afternoon Snack
8:45 am-9:45 am	Center Time	3:30 pm-4:00 pm	Gross Motor
9:45 am-10:00 am	Bathroom Break	4:00 pm-4:30 pm	PM Carpet Time
10 am-10:30 am	Free Play	4:30 pm-5:00 pm	Center Time
10:30 am-11:00 am	Carpet Time	5:00 pm-5:30 pm	Bathroom Break
11am-11:30 am	Gross Motor	5:30 pm-6:00 pm	Quiet Activities
11:30 am-11:45 am	Bathroom Break	6:30 pm	School Clos

What You Will Need for the First Day

For infants (6 weeks-18 months), bring diapers, wipes, cream, changes of clothing, swaddle, bottles with formula, and bibs. For toddlers (18 months-3 years old), bring pull ups, wipes, cream, changes of clothing, including shoes. For preschoolers (3-5 years old), bring changes of clothing including shoes. Remember to bring your child in tennis shoes and play clothes daily for unrestricted play and activities.

Please be aware that we do use art supplies, including paint, which could get on their clothes. We cannot be responsible for children's clothing and shoes.

Transitioning to the Kiddie Company

Please keep in mind that it may take a few weeks for your child to adjust to a new center, classroom, or teacher. It is common for children to experience anxiety or hesitation when starting somewhere new. Working closely with the teachers can help ease this transition.

Establishing a routine, saying goodbye at the door, and allowing the teacher to take over can be beneficial. You are welcome to check in on your child throughout the day and ask for daily reports until you feel more comfortable. We offer a free half day of care for your child to get acquainted with their new environment before their official start. If you do decide to withdraw your child from Kiddie Company, please communicate this transition with them. We value goodbyes and encourage open communication with past students.

Policy for Obtaining Family Consent and Transferring Records

Kiddie Company will transfer records to new schools upon request and family consent. Each request will be reviewed by the office who will obtain family consent prior to releasing records. Records may contain Parent Information Sheets, observation notes, incident reports, assessments, teacher questionnaires, and any other documents deemed necessary by the director or parent.

Transitioning to a new classroom

You will be notified when your child is ready to move up to the next classroom. Your child will visit for one week, one hour per day, to become accustomed to their next classroom and new teachers. You will receive a welcome packet, when starting in each new classroom, which will give you all of the information you'll need for the best transition possible.

Infant to Toddler Transitions

- Transition child from high chair to child-size table and chair.
- Make adjustments to napping and feeding schedule and sleeping on a cot.
- Transition from sippy cups to regular drinking cups.

Toddler to Preschool/Pre-K Transitions:

- Schedule visits to the preschool room.
- Practice walking in the hall without rope assistance.
- Please try to drop off by 10am for daily activities

Preschool/Pre-K to School Age Program Transitions:

- Learning about bus safety.
- Talk about your child's new school.
- Release of information/assessments to schools if requested.
- Graduation celebration.
- Post information about school registration.
- Read books about starting Kindergarten.
- Talk about the changes that will happen when they go to Kindergarten.
- Poll the children on which school they will be attending.
- Help the children memorize their phone number and address.
- Parents are given information on expectations from the surrounding Kindergarten teachers/districts.

As a parent you can help with your child's transitions by:

- Attending Kindergarten Orientation.
- Look for posted information on new school events.
- Reading books about Kindergarten.
- Talking about the changes that will happen when they go to Kindergarten.
- Review the new morning and afternoon routines that will be changing.

Child Medical Forms

Child Medical Statement (JFS 01305) - Ohio Department of Jobs and Family Services requires that each child have a Child Medical Statement for child care within 30 days of their enrollment. The Child Medical Statement provided by Kiddie Company is to be updated each year with a current listing of immunizations attached. As a private business, Kiddie Company does not grant enrollment to families that have declined to have their children immunized for any reason.

Request for Administration of Medication (JFS 01217)

The use of a request form for medications is required by the Ohio Department of Jobs and Family Services, and it must be reviewed by the director and completed accurately with the appropriate signatures. Though our center's policy only allows medication administration in life-threatening situations, parents are allowed to come in and give medication to their child if necessary. Common items that would necessitate the completion of this form include Epi-Pens, Benadryl, pain relievers like Tylenol/Advil/Motrin, teething remedies, Albuterol, and eye/ear drops.

Request for Administration of Medication

The Ohio Department of Jobs and Family Services mandates the completion of a request form for the acquisition of products or modified diets, which needs thorough review by the director and must be accurately filled with the necessary signatures. This form is typically needed for items such as lotions/Vaseline or diaper cream, sunscreen, parent preferences (NON-MEDICAL), and eye/ear drops.

Parent/Guardian Request for a Fluid Milk Substitution or Special Diet

In order for any milk substitutes, a doctor's note is required and the child's name, date, and classroom should be labeled on the milk brought in at the start of each week. It is important to ensure that the milk is taken home by the end of the week to avoid it being disposed of, as mandated by state regulations. This policy applies to all milk substitutions to maintain compliance.

Special Diet Form

If your child requires a special diet and will not be enjoying our regular menu, kindly pack all necessary meals daily and complete the special diet form available at the office. The form should be signed by your child's physician, and all meals must align with USDA guidelines. Please ensure that all meals are ready-to-eat and do not require any preparation.

Child Care Plan for Health Conditions or Medical Procedures (JFS 01236)

This form is mandatory for any child with persistent health issues necessitating specialized care or medical procedures, as stated by the Ohio Department of Jobs and Family Services. Separate plans are necessary for each distinct condition necessitating specific interventions. Common conditions for which this form is imperative include asthma, life-threatening allergies, seizures, celiac disease, diabetes, sickle cell anemia, dietary restrictions, and pediasure intake.

School-age Administration of Medication

School-age students are allowed to carry and administer their own medications (epi-pen, inhaler, etc.), as long as the office is aware and with a signed form from a parent/guardian.

Food and Milk Policy for Children Over One Year Old

Kiddie Company provides all foods based on the guidelines put forth by the Ohio Department of Jobs and Family Services and the U.S. Department of Agriculture Food and Nutrition Guidelines. The front office has the USDA Food and Nutrition Guidelines available if requested. Kiddie Company requires state mandated forms for all food modifications, eliminations, substitutes or supplements.

Kiddie Company's meal times are as follows:

- Meal times: Breakfast 8:00 am-9:00 am, Lunch 11:15 am-12:15 pm, P.M. Snack 2:30 pm-3:00 pm
- Children are offered all USDA-recommended food and drink components at Kiddie Company with no outside food allowed for children over one, except for serious medical conditions, to ensure proper nutrition for all.
- Vegetarian diets are accommodated with meat alternatives and substitutions provided upon submission of form JFS 01217, available in the front office.
- Parents may bring in milk substitutes like Silk or Organic Milk if their child cannot have the center's milk, with doctor's approval required on form JFS 01217.
- All milk substitutes need to be brought in at the beginning of each week, labeled with the child's name, and taken home at week's end.
- If a whole food group needs to be eliminated from the child's diet, a doctor's note is required along with form JFS 01217.
- Juice substitutes for snacks can be requested with form JFS 01217.
- For medical reasons, additional food supplements need a doctor's note, form JFS 01217, and daily provision following USDA guidelines.

Food Allergies

- Kiddie Company accommodates extreme allergies and food restrictions by allowing parents to bring in outside food with a physician-documented allergy or food restriction
- Parents must fill out a form explaining the need for accommodation to bring in outside food, which can be found in the front office
- All food brought in must follow USDA Food and Nutrition Guidelines and be labeled with the child's name, class, and date
- Food must be brought in daily and taken home each night, snacks can be stored in sealed or Tupperware containers in the classroom
- If parents fail to provide proper food meeting guidelines, Kiddie Company will provide food instead
- If parents indicate different milk requirements in forms but fail to provide it, Kiddie Company will provide milk to fulfill the requirement

Infant Care

Diapering: Infants will be routinely checked every two hours. Infants will also be changed when visibly soiled or wet. Please plan accordingly, with the amount of diapers which are supplied for the center.

Diapers/Pull Ups & Wipes Policy: If parents forget to bring in the required labeled wipes, diapers/pull ups with their child's name (about 6-8 per day), they will be charged \$1 for a center diaper and \$5 per pack of wipes. Please remember to bring extra supplies, especially during runny nose season.

Bottle, Sippy Cup, Breastmilk, Formula Policy

- Kiddie Company supports parent preferences in infant feeding as long as developmentally appropriate and not harmful to the child's health
- Children under one year must have formula or breastmilk, unless recommended by a physician with a signed form
- Offers Similac Advance or Aldi's Brand formula and Gerber Rice and Oatmeal Cereals
- For using provided formula, bring clean bottles labeled with child's name and date
- For bringing in breastmilk or other formula, bring labeled bottles with names, date expressed, thawed/poured date
- Breastmilk should be in bottles, won't be stored frozen or transferred by teachers
- If you don't provide breastmilk or formula in labeled containers, child will get provided formula
- Breastfeeding/pumping allowed in the nursery classroom or back office, requesting privacy in the office if needed.

Pacifier, Blanket, Stuffed Animal Policy

Pacifiers must only be used in the Nursery rooms at Kiddie Company, and they should be labeled with the child's name or initials according to the state of Ohio's regulations. Blankets are not permitted in cribs for safety reasons; however, parents can provide a zipper swaddle labeled with the child's name or initials instead. Stuffed animals and blankets are generally not allowed in the facility except for show and tell purposes in older toddler rooms, preschool, or pre-k classrooms to minimize the spread of germs.

After One year of age

Around the age of one, Kiddie Company will discontinue serving bottles, baby foods, and cereals with a transition period. Children will instead be given the center's scheduled meals and milk in accordance with age groups and state licensing standards. Kiddie Company's Food and Milk Policy is accessible for reference. The center will provide plates, utensils, and sippy cups for proper sanitization, but if parents want their child to receive breast milk post-weaning, they must bring it in spill-proof sippy cups labeled with the child's name and relevant dates. Sippy cups can no longer be brought in once the child is 18 months old or transitioning to the toddler classrooms.

Nap Time

Kiddie Company requires nap time every day and will be for approximately 2-2^{1/2} hours per day for the toddler, preschool and pre-k classrooms. Children that do not nap will be offered a quiet activity but still must remain on their cots to maintain ratios for teacher breaks. Infants will have nap times based on their developmental stage and are staffed accordingly. Blankets are not to be used in the cribs for children under 12 months of age. Sleep sacks, which the arms are free, can be provided by the parent. We also ask that blankets and pacifiers are not used in the Toddler and Preschool classroom to decrease the spread of communicable diseases, such as lice and bed bugs.

Toilet Training Policy

Kiddie Company supports the parent's preference in potty training as long as they are developmentally appropriate, workable within the center and not detrimental to the health of the child. **Kiddie Company considers a child fully potty trained when they are in underwear and has had no accidents for 30 days.** The child must also be able to verbalize their need to use the restroom and be in underwear at all times including napping. Children must also be in some sort of undergarment at all times. Children cannot be in the center without a diaper, pull-up, or underwear. This is a sanitary issue and will also limit confusion for the child.

Parent Participation Policy

Opportunities for parent participation include; Annual Halloween Parade, Spring Open House, Fundraisers, Donations, Scholastic bookfairs, and Seasonal collections for needy families. If you are in need of assistance with a problem or an issue at the center, please speak with your child's lead teacher in their classroom. If you need further assistance you can talk to anyone at the front desk, give us a call or send us an email. Please notify the office if you would like to set up a time during business hours to discuss any aspect of your child care if you are not able to speak with the staff at drop off and pick up. If you would like contact info for your child's class or other parents in the center, request this at the front office.

Disenrollment and Resolving of Issues

Our goal is to manage issues or concerns relating to the center by meeting with teachers, staff, administration and parents in a calm and appropriate manner and find a solution that is in the best interest of the child with regards to the parent's needs, the centers needs and the Ohio Department of Job and Family Services requirements and rules for child care centers. Participation in the program is at the discretion of the director and the director has the right to disenroll immediately. Kiddie Company does not allow or entertain suspension for any reason. Your child may be disenrolled for any of the following: non-payment of tuition, continuous late pickups, failure to comply with the rules and policies of the center, if other children or staff are in danger because of behavior issues or any other reason deemed necessary by the director.

Guidance and Management Policy

Kiddie Company believes that helping children 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 will learn to respect their teachers and friends. Our expectations will be kept within the child's capabilities and the child will be made aware of the expectations. Positive reinforcement and positive redirection are our first defense against negative behavior. A child may be asked to sit for a period of time to regain control if they are having a difficult time. If the safety of the teachers or children is at risk because of your child's behavior, they may be disenrolled at the discretion of the director. All employees of Kiddie Company are expected to adhere to the Child Guidance and Management for Licensed Child Care Centers, Rule 5101:2-12-22.

Discipline Policy

The Kiddie Company must ensure that the play and learning environment for all children is safe, respectful, and provides a model of proper behavior to all children within our care. We also must ensure that inappropriate and unacceptable behavior is addressed in a timely, consistent, and fair manner for the well-being of each individual child as well as the group as a whole. This policy will address our plan for inappropriate and unacceptable behavior.

Inappropriate and Unacceptable Behavior May Include (but is not limited to):

- Aggressive, physical, or verbally threatening actions directed at another individual
- Profane or abusive language (non-directed)

- Refusal to comply with teacher's instruction
- Disrespecting staff or other children
- Self-destructive behavior
- Other unacceptable behaviors determined by teachers or director

During drop-off/pick-up, most minor issues are addressed while children with disruptive behavior may need a behavior plan. Continued disruptive behavior could result in enrollment termination, with Kiddie Company having a clear policy against such behavior. Measures like 'passport' updates, behavior logging, health assessments, exclusion from group activities, and parent meetings for action plans are in place to address and improve behavior before considering disenrollment.

Attendance and Supervision of Children

The major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. The staff is required to be alert and anticipate possible hazards and safety issues at all times. Children will be supervised at all times.

School Age Children

Kiddie Company provides care for school age children, which may run errands in the buildings and may engage in safe activities which are away from the group and are monitored closely. If a child is scheduled to come to our facility and will be absent, we ask that the parent calls the center and the school that the child attends to notify of the change.

Arrival/Departure

Parents must accompany their children to their classrooms and inform staff of their child's arrival or departure. Additionally, parents are responsible for taking their child to the bathroom prior to dropping them off. It is mandatory to notify the school office before 10:00 am, if a child will be absent or arriving late to allow for staffing adjustments and meal orders to be made.

Absent Day Policy

If your child will be absent, kindly contact the school through phone or Procure with the reason for the absence, their expected return date, and whether you wish to utilize a vacation day. In the case of sickness, provide specific details and whether a doctor has confirmed it to help us inform other families if it's contagious. For regularly scheduled days, payment is required unless a vacation day is preferred, as weekly tuition remains constant.

Release of Children

If you are having a person pick up that is not a familiar pick up person, please inform the office of the change and remind the new pick up to bring his or her ID, as we will not release the child without confirmation of identity.

School Delays/Cancellations

Our program will operate a full day program for school agers when school is closed for vacation, delays, or cancellation. If there is a cancellation or delay it will be reported by the local news stations.

Custody Agreement Procedures

If there are custody issues involving your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny parents access to their child without proper documentation.

Procedures for Emergencies and Accidents

The center has devised several procedures to follow in the event of an emergency while your child is in our care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, which describes emergency evacuation routes and procedures. Our center conducts monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire, weather conditions, loss of power, heat or water our emergency destination is Results Fitness. Our alternate evacuation destination is Staybridge Suites. A sign will be posted where you can pick up your child and parents or emergency contacts will be notified once we have reached our destination. In the unlikely event that there is an environmental threat or threat of violence, the staff will secure each group in their classroom or the safest location possible, contact the proper authorities, and follow their direction. The parents would be contacted as soon as the situation allows. There are always staff members present that have received training in First Aid/ Communicable Disease and CPR. In the case of a minor accident/injury staff will administer basic first aid and write an incident report to inform the parent. If the injury is more serious, first aid will be administered and the parent would be contacted to assist in deciding the most appropriate course of action. If any injury is life threatening, EMS will be contacted, the parents would be notified and a staff member will accompany the child to the hospital with all appropriate health records. Staff will not be allowed to transport children in their own vehicle.

An incident report will be completed and given to the person who picks up your child that day. The center will also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury, or illness”. The report will be provided to the licensing staff within 3 days of the incident.

Management of Illness

Kiddie Company provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child’s first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune systems become more active. We observe all children as they enter the program to quickly access their general health. We ask that you do not bring a sick child to the center because they will be sent home. Please also plan ahead and have a backup care plan in place if you are not able to take time off from work or school. Also remember that if your child is sick on their base day this is still a payment day unless you use a non-payment vacation day.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact.

- Temperature of 100 degrees in combination with any other signs of illness
- Diarrhea (more than 3 abnormally loose stools within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning and itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation (We have a nit free policy)
- Vomiting more than once or when accompanied by any other signs of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified and asked to pick up the child immediately.

The isolated child will be kept in the office and the cot and/or items played with will be sanitized before being used again.

Parents will be notified by a sign on the door of the classroom if the children have been exposed to a communicable illness. Children will be allowed back to the center after at least 24 hours of being free of fever or any other symptoms. If they are not symptom free, a doctor’s note that states that they are not contagious will be required to return to school.

Medications: The center may only administer medications to a child after the parent has fully completed a “Request for Medication” form. All proper sections must be completed and given to the office before we can administer medication. Over the counter medications and prescription medications can only be given by our center if they are in their original box and can only be administered in accordance to labels’ instruction and within the expiration date. Over the counter medications will not be administered for more than three days without instructions from a physician.

Transportation of Children

The center will not transport children in an emergency situation. If a child requires transportation, the parent and/or the emergency squad will be contacted. Parents who do not grant permission for emergency transport will not be able to enroll their children in our program.

Water Activities Policy

The children will be provided with water play activities when weather permits. This would include sprinklers and small wading pools of water. Parents will be asked to sign written permission prior to water play activities. Please remember to bring bathing suits, towels, water shoes and non-aerosol sunscreen. Non-aerosol sunscreen will require a signed medical form.

Outdoor Play Policy

Research shows 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. Considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lighting, rain or ice. Children will not be taken outside if the temperature drops below 20 degrees or above 90 degrees. On days that outdoor play is not an option we will provide indoor gross motor play in the gross motor room or our gym. Please send your children in proper clothing so that they are comfortable and safe whenever we go outside.

Assessments

Kiddie Company will use various assessments throughout the year and may communicate any development or cognitive concerns by meeting with the parents or informal conversation with the classroom teachers. The director may refer the parent or guardian to seek assessments from the child's pediatrician or the school district in which the child resides. We do not report Kiddie Company assessments/findings to ODJFS.

Things to Remember

Drop off time: We recommend that all children be here by 10:00 am every morning to ensure that they are included in all daily activities.

Late Pick Up Fee: Kiddie Company's hours of operation are 7:00 am-6:00 pm. If you pick up your child after 6:00pm, you must pay the teacher that stayed with your child a late fee. The fee is \$1.00 per child for every minute that you are late. The fee must be paid in cash directly to the staff member who stayed with your child.

Move ups: Children will move up based on the availability in the next classroom and the readiness of the child. If you have a specific concern or problem, please speak with the director.

Withdrawal

If you plan to withdraw your child or plan to be gone for any length of time, **you must give the office two weeks' notice in writing.** The office will notify the teachers in your child's classroom regarding the impending withdrawal. Please consider allowing your child the time to say goodbye to their friends and teachers.

Appropriate Clothing

We ask our parents to dress your child in play clothes for school. We will be running, jumping, climbing, painting, coloring and much, much more. Children may end up with paint, marker, or mud on their clothing. Children should wear play clothing only. Please don't allow clothing and shoes that may inhibit their day's activities and play. Children are required to wear shoes at all times to ensure safety. Please do not allow your children to wear jewelry, bracelets, earrings that can be broken, lost or swallowed. We are not responsible for lost or damaged items brought to school.

Birthdays

To make our children's birthdays special, we have them wear a birthday crown and assist with special tasks. We kindly ask that any treats provided follow our healthy eating guidelines and be individually packaged for distribution to all children. We are unable to serve outside food during the day, but feel free to send take-home treats if desired. Thank you for understanding and celebrating with us!

Toys

Please do not allow children to bring any toys from home unless it is their show-n-tell day. We won't be responsible for the loss of your personal toys so, please do not bring anything that you cannot replace. For show-n-tell, toy weapons are not permitted.

Kiddie Company's ADA Policy

Kiddie Company diligently adheres to the regulations outlined in the Americans with Disabilities Act (ADA) to prevent discrimination against individuals with disabilities. They ensure equal opportunities for children and parents with disabilities to participate in their programs by making reasonable modifications, providing aids for effective communication, and ensuring accessibility. Kiddie Company can administer medication to children with disabilities according to prescribed instructions, meeting standards set by ODJFS. We strive to eliminate biases and stereotypes, while also maintaining the right to reject children whose presence may pose a direct threat or fundamentally alter their program. Visit <https://www.ada.gov/childqanda.htm> for more information.

Center Parent Information

The center is licensed by the Ohio Department of Job and Family Services, with the license prominently displayed for review. A toll-free number is provided on the license for reporting any suspected violations of licensing laws. The center adheres to the Ohio Revised Code mandating reporting of child abuse or neglect and allows parents unlimited access for various purposes. Hours of availability, child-staff ratios, and licensing records can be reviewed upon request. Discrimination in enrollment is prohibited as per regulations. More information on licensing requirements and child care services can be found at <http://jfs.ohio.gov/cdc/families.stm>.