



# Chubby Cheeks Early Education Center

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# Parent Handbook



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## **WELCOME**

Chubby Cheeks Early Education Center extends to you and your child(ren) our most hearty welcome to your home away from home. Parents are always welcome to visit or join us when your schedule permits. We look forward to helping your child(ren) learn, grow, and develop in these formative years. We consider it an honor that you have chosen us to be a part of your child's life. We do not take it lightly, nor do we take it for granted. Thank you for allowing us to serve you.

## **VISION, MISSION, PHILOSOPHY AND GOALS**

### **Vision**

Providing excellence in child care and early education for the Delaware Community

### **Mission**

At Chubby Cheeks Early Education Center, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development.

Our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

### **Philosophy and Goals**

Chubby Cheeks Early Education Center staff supports the learning philosophy that children learn and develop best in an environment that makes them feel safe, loved, and provides enrichment programs that support Early Childhood Development and Growth based on Ohio's Learning and Development Standards in all essential domains of school readiness. These standards include implementation of Developmentally Appropriate Practices for each child's specific age group. The goal of our program is to provide curriculum that promotes learning based on the children's interests while promoting social, emotional, physical, language, and cognitive development. These domains will promote development in becoming independent, self-motivated, creative thinking, problem-solving, self-expression, social interaction, and being ready for school success. Physical exercise and outdoor play is a part of our daily routine.

We strive to provide a secure, nurturing, and stimulating environment that enhances young children's:

Recognition of themselves as persons of value

Understanding of individuals who are different from themselves

Respect for themselves and others  
Development of self-regulation  
Creativity and imagination  
Critical thinking skills  
Joy, wonder, and knowledge of their work

## **LICENSE**

Chubby Cheeks Early Education Center is licensed by the Ohio Department of Jobs and Family Services (ODJFS). A copy of the license is posted in the main hallway and the Administrator's office.

All licensing records and compliance report forms from the various health, building, and fire departments that inspect our center are available upon request from ODJFS.

## **GENERAL INFORMATION**

### **Days and Hours of Operation**

The daycare is open Monday through Friday, all year (see Holidays below) from **6:30 am 5:30 pm**.

### **Staff/Child Ratios and Group Size**

Chubby Cheeks Early Education Center is licensed by the Ohio Department of Jobs and Family Services (ODJFS). We are licensed to serve and will follow the Child/Staff ratios as documented in Appendix B of this handbook.

The center will observe the following child-teacher ratios:

(6 weeks-6 months):	1:5 or 2:12
(6-12 months):	1:5 or 2:10
(12-18 months):	1:6 or 2:12
(18-24 months):	1:7 or 2:14
(24-30 months):	1:7 or 2:14
(30-36 months):	1:8 or 2:16
(3-1/2-4 year olds):	1:12 or 2:24
Four & Five-Year-Old	1:14 or 2:28
School Age:	1:18 or 2:36

**The maximum group size will never exceed double the allowed ratio**

## **PARKING**

Please park in the spaces that are provided. Please be mindful that other parents are also dropping off their children. Parents are not permitted to park in ADA parking spaces or emergency spaces. Any parent found parking in these areas without a valid ADA pass will be subject to immediate fines.

## **WAITING LIST**

If a space is not available when you need care, your child's name can be placed on our waiting list. When an opening becomes available, we will call the first family on the list. If a parent is not ready to enroll their child, the child's name will be moved to the bottom of the list and the next family in line will be called. Placing a child on the waiting list does not guarantee enrollment.

If a parent is offered a space and declines or at the parent's request, the child's name will be taken off the waiting list.

## **PROCEDURE FOR PARENTAL CONCERNS**

If a parent has any concerns, we ask parents to communicate with their child's caretaker brightwheel during the center's operation hours, if the problem is still not resolved then speak to the directors. We will set up a meeting with the parents, teacher, and directors.

Chubby Cheeks Early Education Center staff enjoy interacting with parents. An open line of communication is very helpful in the development of each child. We encourage each parent to take time, when able, to communicate with the staff members. However, due to staff responsibilities and schedules, parents are asked to make an appointment with staff when it is necessary to engage in lengthy conversations. The parents must inform us about special needs, concerns or habits of their child's on a day-to-day basis. Children enrolled in the daycare program will receive a daily report to inform the parent of the day's activities on brightwheel.

## **COURT ORDERS AND CUSTODY PAPERS**

Chubby Cheeks Early Education Center recognizes that both parents have a legal right to be a part of their child's life. The daycare denies a parent access to the child ONLY if there is a legal document that addresses that denial. We will need to have a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child. In addition, we need a certified copy of the current court order which states the rights or restraints ordered. We will not accept any information regarding the validity of orders over the phone. Only written instructions will be accepted. Visitation with the non-custodial parent will not be permitted to take place at the daycare.

## **Changes in Your Child's Life**

Your child's teachers should be notified about any unusual or upsetting experiences that may affect behavior, such as an illness or death in the family, a recent move, separation, or a parent out of town. Chubby Cheeks Early Education Center has an "open door" policy. Parents are always welcome to visit at any time during our hours of operation. All visitors must check in at the daycare office upon arrival in the building.

# **CURRICULUM**

## **Curriculum Goals**

Chubby Cheeks will be implementing curriculum through The Creative Curriculum, which is a nationally recognized, research based approach to early education. The curriculum supports a developmentally appropriate, content-rich program for children with diverse backgrounds and various skill levels. The Creative Curriculum is also aligned with the Ohio Early Learning and Development Standards. Its 38 objectives include progressions of development and learning that identify widely held expectations for children of particular ages. The teaching objectives of The Creative Curriculum are organized into four areas of child growth and development (social-emotional, physical, language and cognition) and five areas of content learning (literacy, mathematics, science and technology, social studies and arts). A tenth area, English Language Acquisition, allows teachers to follow a child's progress in acquiring both receptive and expressive language in English. Teacher's post weekly lesson plans to inform families of the current classroom curriculum. Infant/Toddler teachers implement curriculum by planning a variety of indoor and outdoor play experiences that include sensory, art, fine and gross motor, music, books and large group activities when appropriate. They also plan changes to the classroom environment and routines and schedules to support children's growth and development. Preschool teachers plan focused large and small group experiences, reading aloud, outdoor experiences and experiences in a variety of interest areas, including blocks, dramatic play, toys and games, art, sand and water, music and movement, cooking and discovery.

Integrated learning occurs through a focus on topics of interest to preschool children where they apply their skills in order to answer questions. In addition to planned experiences, children have opportunities for abundant play experiences. Through the exploratory and creative activity that young children initiate themselves, their play develops concepts and understanding about the world. Play helps children develop the skills necessary for a successful school experience including a positive approach to learning, self-regulation, and effective social skills.

## **Observation and Assessment**

Thoughtful observation and assessment of children helps staff learn more about children's unique qualities, develop individual goals, plan and implement effective curriculum, and make referrals as appropriate. The program will be utilizing several tools for assessment, including Teaching Strategies GOLD, which is directly aligned to The Creative Curriculum objectives.

Ages and Stages Questionnaires, a developmental screening tool will be completed by trained teacher at Chubby Cheeks. This information is not shared with the Ohio Department of Job and Family Services. Teachers will share information informally with families through conversation, documentation displays and classroom newsletters and meet formally with families at least twice a year for parent/teacher conferences.

## **Progress Reports**

During the academic year (September-May) each child will have two progress reports go home. These reports will have the following child's information: progress, social and physical needs and other important information. The parent or teacher can call a conference whenever a need arises

## **Special Curriculum Consideration**

### **Parent Participation**

Parents are encouraged to be involved in our program. If you have a special talent or occupation you would like to share with our daycare, please call and we will make arrangements with you. We encourage you to be involved in special events and holidays. We will post information about ways you can help. Notices of special programs will be sent home with your child. Please check your child's cubby daily.

## **Daily Schedules**

The goal of the classroom daily schedule is for children to experience the Child Care Program as a place of safety and comfort where they know what to expect and when to expect it. All classroom schedules are flexible enough to provide adaptability when necessary, but structured enough to provide predictability for children. Daily schedules are developed by each classroom within the program's overall guidelines and philosophy. The following are sample daily schedules for each age level.



## Infants

### Parent Breastfeeding Policy

Parents who come in to breastfeed their babies may do so using the rocker chair in the backroom area. Schedules for infants are used as a guide for the day. Infant classroom schedules are responsive to individual children's needs. Infants eat at appropriate intervals based on their indicators to staff that they are hungry. As infants grow and begin to eat table food, their schedules also, eventually aligns with the program's snack and meal schedule. Developmental activities including sensory, large motor (both indoors and outdoors), and small motor activities happen throughout the day as children are interested. Routines, such as diapering, eating, and napping, occur throughout the day to meet each child's unique schedule. Infant rooms have a group size of 10 with a staff/child ratio of 1:5. The following is a typical infant classroom schedule:

6:30am-8:30am Greet families, developmental activities and experiences.  
8:30am-9:30am Breakfast for older babies, diaper changing, feeding.  
9:30am-11:15am Large motor/outside time, developmental activities and experiences (sensory, small motor, music, language), **diapering every two hours unless in a case of a BM diaper will be changed immediately**, naps as needed.  
11:15am-12:15pm Lunch for older infants, diaper changing, feeding.  
12:15pm-2:30pm Naps, as needed.  
2:30pm-3:30pm Snack for older infants, diaper changing, feeding.  
3:30pm-5:30pm large motor/outside time, developmental activities and experiences, diaper changing, departure.

### Toddlers

Toddler classroom schedules are more responsive to the whole group experience, although flexibility for individual needs is still a primary consideration throughout the day. Toddler rooms have a group size of 14 with a staff/child ratio of 1:7. The following is a typical toddler classroom schedule:

6:30am-8:00am Greet families breakfast and snacks.  
8:00am- Developmental activities and experiences  
9:30am-11:00am Large motor/outside time, developmental activities and experiences (sensory, small motor, music, language), diapering, toileting.  
11:00am-12:30pm Group time, hand washing, lunch, diapering, toileting.  
12:30pm-3:00pm Nap time, self-directed activities as children awaken.  
3:00pm-4:00pm Hand washing, afternoon snack, **diapering every two hours unless in a case of a BM diaper it will be changed immediately**/ toileting.  
4:00pm-5:30pm Developmental activities and experiences, departure.

## **Preschoolers**

Preschool classrooms reflect the increasing independence of children and emphasize their social nature. Schedules still offer the flexibility that individual children may need, but are based on group involvement and activity. The following is a typical preschool schedule:

6:30am-8:00am Greet families, breakfast/snacks

8:00am-8:30am. Self-directed activities.

9:30am-12:00pm Personal care time (tooth brushing, toileting), developmental activities and experiences (creative arts, small motor, large motor-indoors and outdoors, dramatic play, science, math, language), group time.

12:00pm-1:30pm Hand washing, lunch, personal care time.

1:30pm-3:00pm Nap time, indoor activities as children awaken.

3:00pm-4:00 pm Hand washing, afternoon snack, personal care time, self-directed activities.

4:00pm-5:30pm Outdoor experiences, indoor developmental activities and experiences, departure.

Preschool 2 program calendar will start in the third week of August and ends May 31<sup>th</sup>. If parents wish to continue their child's Enrollment during our summer program they must be enrolled for the entirety of the summer program from first week of June until the second week of August.

## **ENROLLMENT PROCESS**

### **Transition into Chubby Cheeks**

An appointment will be scheduled for parents to tour our facility at which time the director will discuss our program and answer any questions parents may have. While parents might want to bring their child to this initial visit, you might find it helpful to schedule a separate visit. This will allow you to focus your attention on the tour.

Children can be enrolled at any time during the year provided space availability. Chubby Cheeks Early Education Center is a program for children 6 weeks old and extends through age 5 for daycare and preschool and through 6<sup>th</sup> grade for school age children. If you decide to enroll your child immediately after your tour, a registration fee of \$60.00 and the escrow payment (see Escrow Payment below) will be due at that time. If you call us later with your intent to enroll, the completed enrollment forms along with the registration fee and escrow will need to be paid one week before your child's start date. Once the decision has been made to enroll your child, a mutually agreed upon start date will be set.

## **Child Visit**

Children need to have an opportunity to visit the school prior to being dropped off on the first day. These visits need to be scheduled and are best done in the morning. You should bring your child into the classroom and help them get settled and then step out of the classroom to allow your child some time on their own. You want to try and make this visit as realistic as possible. Visits are to be kept to ½ to one hour at the maximum. We welcome drop in visits after the initial tour. However, we cannot guarantee that the director will be available as there may be other tours or activities scheduled.

After your tour, you will receive the following paperwork:

Application for Enrollment

Child Enrollment and Health Information Form

Personal History Form

Child's Medical Statement (due upon enrollment and each year thereafter)

Child's Medical/Physical Care Plan (if needed)

Walking Form

Picture Release Form

Basic Infant Information Form (**infants only updated every six months**)

Parent Handbook

This paperwork is mandated by ODJFS. Therefore, if any document is not complete or becomes outdated, your child will not be able to attend the program for which they are enrolled until we receive the missing paperwork.

## **Child's Medical Statement**

This is a state form from the Ohio Department of Jobs and Family Services. Initially, this form must be turned into our office on your child's first date of attendance. This form must be updated annually. Your child's doctor must sign this form for your child to continue to be enrolled in our program. The office will send you a reminder on the first of the month prior to the month your child's form is due to expire. This will allow you sufficient time to schedule the appointment. The following schedule of notices will be followed: Two weeks prior to the expiration date if we haven't received the new form, you will receive a text reminder. If we still have not received the new form, you will receive a text message one week before it's due. The third notice will be a written notice 2 days before the new form is due. The last and final notice you will receive will be a written notice giving you 24 hours to turn in the form. **If you fail to turn in a new form before the old one expires, your child will be withdrawn and placed on the waiting list. Because this is a state form, your cooperation is fully expected.**

### **Care of Children without Immunizations**

The immunization of children is considered a necessary precaution against many diseases. Children who are not immunized can contract various diseases and spread the disease to other children with whom they have had contact. While the state allows for children to enter childcare without immunizations for specified reasons, it is the decision of Chubby Cheeks Early Education Center that, for the best interest of all children in our care, we will only enroll children who have been immunized and can provide proof of their immunization history by having a medical doctor to fill out form JFS01305.

### **Transition within Chubby Cheeks Policy**

Children are transitioned between classrooms in the daycare to ensure that individual developmental needs are met and **NOT** strictly according to chronological age. The classroom placement of children is determined by administration, based on several factors, one of which is parent input regarding their child's needs. Decisions are made on a case by case basis. Classroom placement may be made at other times of the year if the program staff and parents feel that the move is in the best interest of the child. If at any time you feel your child is not in the most appropriate classroom, please discuss your concerns with the director. However, we may not be able to accommodate a move simply because the parents wish to have their child moved to another room. Children who are transitioning to the next age group/classroom will receive notification of the promotion at least two weeks in advance. This notice will explain the process and parents will need to sign, agreeing with the transition period. This form must be returned to the office for your child to transition to the next class. With each transitioning child, parents will receive the schedule for the next age level, to help prepare their child for this move.

### **Infant 1 to Infant 2 Room Transition**

When your child nears one year of age there are a few items that parents must be aware of to make the transition to the infant 2 room easy on you and your child.

Things your child needs to do before being considered for toddler room:

Have their first birthday.

No longer need a bottle during child care hours.

Be able to walk or be able to hold their own with walkers moving around them.

Be able to hold off on taking a nap until 12:00.

Be able to sit at the table and eat solids- no infant food.

Be able to sleep on a cot for nap.

No pacifier or security item except for nap time.

Caregivers will assist you in gradually transitioning your child. Once your child is nearing their first birthday we will be doing the following things:

Take them to the table for mealtimes when space is available. They will be introduced to the food being served at mealtimes and this will allow for socialization. Please keep in contact about any foods that you would not wish your child to receive. Dairy, eggs, and citrus foods will not be introduced until your child is 1 year old and we have discussed it prior. No peanut butter or nuts will be served as these are common allergy foods.

Teacher will make sure your child is being offered a cup to drink out of on a regular basis.

Teacher will allow your child to explore and play on the infant 2 room when space is available and at times when we are lower on numbers of children as space is sometimes an issue. The same with planned activities at the table such as crafts or hands on learning, this is also when space and activity is appropriate for your child's level.

Teacher will begin to place your child on a cot if she feels that your child is capable in doing so. This would be done with another staff seated by them to help them relax and go to sleep. Possibly holding them until they are asleep and then placing them on their cot, the same practice as is done for the toddlers.

Teacher will make an effort to extend their naptimes to see if they are able to make it until 12:00. This may take the longest to accomplish for some and for some this won't be an issue. Bottles will be cut back as your child eats more table food. They will be offered formula in sippee cups at mealtimes until they are one and then we will work with you on transitioning to whole milk. This also may be harder for some but not for others.

Space in the next classroom your child is eligible for is also taken into consideration

## **Infant 2 to Toddlers Classroom Transition**

Toddler program is planned to meet the need of the children to three years old. The toddler classroom is designed to enhance the young child's learning by providing many experiences for the child to practice and build upon skills he/she already has while also incorporate new knowledge. The toddler classroom is set up to meet the developmental needs of the children and to provide them the opportunity to make choices.

### **Daily Schedule**

The toddler classroom can have up to 14 children; each classroom has two fulltime teachers. The toddler teachers will create predictable routine for the children. The curriculum guides the development of a daily schedule that is flexible and responsive to individual needs of the children. The schedule provides time and support transitions, includes both indoor and outdoor experience and is receptive to a child's need to rest or be active.

When your child nears 18 months there are a few items that parents must be aware of to make the transition to the infant 2 room easy on you and your child.

Things your child needs to do before being considered for toddler room:

Turn 18+ Months.

Can drink from a sippee cup only (No Bottles).

Can walk.

Be able to hold off on taking a nap until 12:00.

Can sit at the table and eat solids.

Be able to sleep on a cot for nap.

Sippee cups are not allowed during nap time on cot.

No pacifier or security item except for nap time.

Caregivers will assist you in gradually transitioning your child. Once your child is nearing 18 months we will be doing the following things:

Take them to the table for mealtimes when space is available. They will be introduced to the food being served at mealtimes and this will allow for socialization. No peanut butter or nuts will be served as these are common allergy foods.

Teacher will make sure your child is being offered a cup to drink out of on a regular basis.

Teacher will allow your child to explore and play on the toddler room when space is available and at times when we are lower on numbers of children as space is sometimes an issue. The same with planned activities at the table such as crafts or hands on learning, this is also when space and activity is appropriate for your child's level.

Teacher will begin to place your child on a cot if she feels that your child is capable in doing so.

This would be done with another staff seated by them to help them relax and go to sleep. Possibly holding them until they are asleep and then placing them on their cot, the same practice as is done for the toddlers.

Teacher will make an effort to extend their naptimes to see if they are able to make it until 12:00. This may take the longest to accomplish for some and for some this won't be an issue.

Space in the next classroom your child is eligible for is also taken into consideration

## **Toddlers to Preschool Classroom Transition**

Preschool classrooms reflect the increasing independence of children and emphasize their social nature. Curriculum will offer the flexibility that individual children may need, but are based on group involvement and activity.

Things your child needs to do before being considered for preschool room:

Turn 3 years old.

Is fully potty trained

Be able to hold off on taking a nap until 12:00.  
Be able to sleep independently on a cot for nap.  
No pacifier or security item except for nap time.

Caregivers will assist you in gradually transitioning your child. Once your child is nearing 3 years old we will be doing the following things:

Teacher will allow your child to explore and play in the preschool room when space is available and at times when we are lower on numbers of children as space is sometimes an issue. The same with planned academic and fun activities at the table such as crafts or hands on learning, this is also when space and activity is appropriate for your child's level.  
Teacher will begin to place your child on a cot if she feels that your child is capable in doing so. This would be done with another staff seated by them to help them relax and go to sleep. Possibly holding them until they are asleep and then placing them on their cot, the same practice as is done for the toddlers.

Space in the next classroom your child is eligible for is also taken into consideration

### **Withdrawal from the Chubby Cheeks**

Withdrawal requires a two week paid written notice. Withdrawal form is available in the office. Families are billed for child care services during the two week notice period and are responsible for full payment of the account.

A copy of the child's portfolio, assessment, reports, and any other resources will be handed back to the parents.

A written consent from parents/guardians will be required to transfer the child/children records to the new transition settings. The records can be sent by fax or email.

### **Photo Release Policy**

We are only required to get a photo release form signed by parents to allow us to post photos and videos of their children on our brightwheel app for parents' access only. We do not publish children's photos on any social media platform unless parents sign a consent form for social media. To protect the security and privacy of all families in our community; we kindly ask all parents not to post photos from our brightwheel app that may contain photos to other children.

## **What to Bring**

Because children in our program are actively interacting with their environments, it is important that they wear functional play clothes that can get dirty or messy. Please do not send your child in clothing that you do not want to get messy. Sturdy shoes made for active play will provide safety

and comfort. We ask that children do not wear sandals, cross, cowboy boots or high heels shoes.

All children will need to bring at least one extra set of clothing in case of accidents. Families with infants and toddlers supply diapers as well as necessary extras during potty training times. Families should check with classroom staff for additional details.

As the program prohibits blankets in cribs for infants under twelve months for safety reasons, families are asked to bring sleep clothes, sleep sacks or swaddles. Toddlers and preschoolers may also bring small stuffed animals or dolls, but infants may not have these items placed in their cribs.

## **Toys**

Children should not bring other toys to the center except for announced show and tell days. When a child brings his/her own toys it can create conflict. We regret we cannot be responsible for damage or breakage. Toys of aggression or destruction are not appropriate for the center (guns, knives, etc.).

## **Accessories**

Accessories: Any valuable/or invaluable jewelry, including earrings, necklaces, rings, and bracelets, are not allowed. Earrings, in particular, are strictly prohibited for safety reasons.

# **MEALS AND SNACKS**

Parents are responsible for providing meals to their children. Breakfast, lunch, and an afternoon snack (must be pre-packaged). Chubby Cheeks Early Education Center has a Level-2 Food License which means we can only reheat food in a Microwave oven. If by chance parents do not provide for sufficient snacks for their child(ren) for the day, Chubby Cheeks Early Education Center will provide pre-packaged snacks for the child and parents will be charged additional fees to defray the costs of that provision.

No child will go longer than 4 hours without being served a snack or meal, except when sleeping. See Appendix C for infant meal information for parents and Appendix D for meal information for other age groups.

## **Food Supplements or Modified Diets**

If a child requires a food supplement or a modified diet, there must be written information from the child's physician regarding this. Please speak with the Administrator for more details.

## **Nut Free Facility Restriction**

There are specific state forms that need to be filled out if your child has severe allergies that



require monitoring and intervention in case of an allergic reaction. **Due to the number of children we have with peanut and nut allergies, we are now peanut/peanut butter and nut free.** Please keep this in mind when bringing in snacks and treats for your child's birthday.

## **NAPPING AND RESTING**

### **Nap Time**

Children enrolled in the daycare program are required by ODJFS to have a rest period. Children are provided with their own individual cot. Your child does not have to sleep during this period, but must rest quietly on their cot. Children who do not fall asleep are offered a quiet activity to do on their cot. Parents are encouraged to bring a blanket, a small pillow, and a small soft stuffed toy to make napping more comfortable for your child. All items must be labeled with your child's name. All nap items are required to be taken home at the end of each week to be laundered.

## **PROBLEM RESOLUTION POLICY**

If parents or staff have any concerns or questions regarding the center or their children, please bring them to our attention when they occur. It is recommended that the following chain of command be used.

First make an appointment with the Administrator.

If you need to talk with your child's teacher, the administrator will schedule a time for you so that the teacher may give you undivided attention

## **CHILD GUIDANCE**

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow

or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Chubby Cheeks staff will use ONLY positive guidance techniques.

## **BITING POLICY**

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress.

Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Chubby Cheeks Early Education Center to prevent and stop biting. This is the process followed when a child bites:

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:

Was the space too crowded?

Were there too few toys?

Was there too little to do or too much waiting?

Was the child who bit getting the attention and care he/she deserved at other times?

The teacher will change the environment, routines or activities if necessary.

The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways

The teacher will observe the child, to get an idea of why and when they are likely to bite.

The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.

The teacher, parent and director will meet regularly to regulate an action plan and measure outcomes.

If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

**All information is confidential and names of the children involved in the incident are not shared between parents.** In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office. If a child bites more than once a day, parents will be contacted and asked to pick up their child for the day.

## **Toilet (Potty) Training Policy**

When you feel your child is ready for potty training, we ask that you begin teaching at home during a weekend or vacation. **PLEASE NOTE: We will only assist your child in potty training if you have successfully started training at home one week prior.**

We will follow through and encourage your child while in care. Potty training will be done in a relaxed manner with the cooperation of the family. We require that the child be at least 30 months of age and **must also** show signs of readiness (Please read the Potty Training Readiness Checklist below). Positive reinforcements and consistency must be continued at home.

**The child must be kept in pull-ups at all times in the first few days/weeks.** Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. Therefore we will use pull-ups until your child can and will announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups, diapers (until the child is ready for pull-ups only), and a few extra changes of clothing.

### **Proper Clothing**

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. During potty training your child needs to be dressed in "User friendly" clothing as much as possible. The best items are shorts and pants with elastic waist. Please **DO NOT** dress your child in the following:

No tight clothing  
No shirts that snag in the crotch  
No pants with snaps & zippers  
No overalls or bib-type clothing  
No belts  
No one-piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

### **Required Supplies**

The following items are to be left at the childcare and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Three (3) changes of clothing including socks (an extra pair of shoes if available) A bag of pull-ups – you will be notified when the supply is running low.

### **Potty Learning Schedule**

For the first week, the child will be scheduled to use the Potty at consistent times of the day whether the child indicates the need to use the Potty or not.

Upon arrival at the center  
Before and after breakfast  
Before and after lunch  
Before and after nap  
Before and after going outside  
Just before going home

## **Potty Training Readiness Checklist**

### **Verbal Stages of Readiness**

Basic verbal skills. The child can speak in three to four-word sentences

- |         |   |
|---------|---|
| Stage 1 | The child tells you he/she has a wet diaper, and recognizes when he/she is wet.   |
| Stage 2 | The child tells you he/she is wetting, and recognizes the sensation of being wet. |
| Stage 3 | The child tells you he/she will wet, can control himself, and uses the potty.     |

### **Physical and Psychological signs of readiness**

1. Stays dry for a long period of time (the child can “hold” his/her urine and bowel movement).
2. Can recognize when the diaper is wet or soiled.
3. Has bowel movement at regular times (child chooses when to move its bowels)
4. Adult can recognize when child is moving his/her bowels (Child is deliberately moving bowels)
5. Can undress and pull up his/her own pants (Important because this is the work of the child not the caregiver)
6. Initiates interest in using the potty and asks to wear underwear.
7. Wants to be independent which is very important for the learning process.
8. The child is emotionally ready and is open to learning (is child generally cooperative?)
9. The child has an awareness and knowledge of the world beyond himself. (This sign may seem unrelated to Potty training, but it is a behavior that has been seen in children ready to use the Potty)
10. Can follow three and four step instructions (this is critical for learning to urinate or move bowels, wipe himself and wash hands)
11. Can use consistent words or gestures to communicate.
12. Is able to physically get to the potty and sit on it without help.
13. Must show a willingness to want to sit on the potty and understand its function.

Once a child is fully potty trained, teachers will no longer be responsible for wiping the child after potty time. Parents are expected to train their child on how to wipe themselves, fostering both body safety and independence

## **REMOVAL OF A CHILD FROM THE CLASSROOM**

Children cannot be removed from the classroom as we do not have extra staff available to correct ratios. In rare instances, children may be brought to the main office and the director will assist the child in calming down and/or help staff manage the classroom. Teachers must inform the office and speak to the director before removing a child from the classroom.

If at any time a child's behavior becomes threatening to themselves, other children, staff or teachers, the director should be immediately notified.

## **BEHAVIOR MANAGEMENT PLAN**

Unacceptable behavior includes:

- Disruption of the learning process or activity
- Verbal or physical assault

The child/family will be referred to Help Me Grow, Child Guidance/Family Solutions, or the school district in which the child resides, depending on the age of the child.

If the parents refuse to follow through with this referral the child maybe dismissed from the center.

The child may be dismissed from the center even if the family follows through with the referral if no improvement in the child's behavior is observed.

A child may be dismissed from the center prior to a referral being made if the behavior is severe enough. However, this dismissal will be done without any prior discussion with the parent regarding the child's behavior.

## **HEALTH AND SAFETY**

### **ZONO Disinfecting and Sanitizing Cabinet**

At Chubby Cheeks Early Education Center, we prioritize your child's health and safety by utilizing the ZONO Disinfecting and Sanitizing Cabinet. This state-of-the-art system effectively sanitizes toys, classroom materials, and other items without the use of harmful chemicals, ensuring a clean and germ-free environment for our children to learn and play.

### **Air Purifying System**

Our facility is equipped with advanced air purifying systems designed to enhance indoor air quality. These systems help eliminate airborne allergens, bacteria, and viruses, creating a healthier and more comfortable environment for children and staff alike.

## **Security Cameras**

The safety of every child is our top priority. Our premises are monitored by a comprehensive security camera system that ensures constant surveillance of classrooms, play areas, and entry points. This system provides an added layer of security, giving parents peace of mind.

## **Custom Key Code Entry**

Access to our center is strictly controlled through a custom key code entry system. This ensures that only authorized individuals can enter the facility, providing a secure and safe environment for our children and staff.

## **Disinfectant Spray**

We maintain rigorous cleaning practices throughout the day, using child-safe disinfectant sprays to sanitize high-touch surfaces and areas. This proactive approach helps minimize the spread of germs and supports a clean, hygienic environment.

## **Antimicrobial Treatments**

Our commitment to cleanliness includes the use of antimicrobial treatments on various surfaces and materials within the center. These treatments provide long-lasting protection against bacteria, mold, and other pathogens, supporting the health and well-being of our children and staff.

## **Suspected Child Abuse**

We are required by law to report all observations of suspected child abuse or neglect to the local authorities if we have reasonable cause to believe or suspect a child is suffering from child abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Chubby Cheeks Early Education Center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## Accident/Injury

An incident/injury report (JFS 01299) will be completed, according to form instructions and given to the person picking up the child, on the day of the incident/injury, if any of the following occurs:

- The child has an illness, accident, or injury which requires first aid
- The child receives a bump or blow to the head
- The child has to be transported by emergency squad
- An unusual or unexpected event occurs that jeopardizes the safety of the child

There is always one staff member present that has received First Aid/Communicable Disease training, and Cardiopulmonary Resuscitation (CPR). In the case of a minor incident/injury, staff will administer basic first aid, and tender loving care. If a child requires emergency transportation, the child's health and medical record shall accompany the child and the report shall be available within twenty-four hours after the incident occurs. **The center shall also verbally 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 licensing staff by the next business days of the incident.

## Management of Illness

**Following the CDC and Health Department guidelines to prevent the spread of the COVID 19 through the childcare center and on our Disasters Recovery Plan. The sick policy have been updated to help keep the children and staff healthy. This policy is active until the State of Emergency declared by the Governor no longer exists or the Director of ODH rescinds or modifies the Order.**

One of the most serious challenges facing group care situations for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be taught to and followed by the children. The toys, tables and all surfaces in the classroom are sanitized once a week or more as necessary. The eating surfaces will be sanitized between each child's uses.

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness or is unable to participate in the normal routine and regular day care program. Sick children will expose all children and staff members who they come in contact with. When a child doesn't feel well, they want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, **your cooperation on this issue is extremely important.**



A chart of communicable disease symptoms and information is posted in the hallway outside of the daycare office. If your child has been exposed to a communicable disease at the center, a note will be shared to the room involved on Brightwheel. If the entire center is affected, then a note will be shared on the Brightwheel to all parents. A staff member trained in the prevention, recognition and management of communicable diseases is on the premises at all times. Chubby Cheeks Early Education Center reserves the right to discharge any child for any extended period of time, if it is determined that they have symptoms related to a communicable disease. If your child is only mildly ill but does not feel up to fully participating in daily activities, please keep him/her at home.

**Children will not be admitted to the center with the following symptoms and will be sent home should any of these illnesses occur while at daycare. If your child has been sent home for any reason, they must be out and can return to the center when they are 24 hour fever and symptoms free:**

➤ **Fever**

**A temperature above 99 degrees in combination with any other signs of illness.** Parents are requested **not** to bring their child to daycare/preschool when a fever is present. Children must be fever free for 24 hours **without** the use of fever reducing medicines before they can return to daycare. PARENTS ARE NOT ALLOWED TO MIX FEVER REDUCING MEDICATIONS OR ANY MEDICATIONS INTO THEIR CHILDREN'S DRINKS.

**Upper respiratory infection(s) and severe coughing**

- Children who have clear nose drainage or discharge may come to daycare/preschool. Children with any other drainage or discharge may not be brought to the daycare/preschool.
- Children with clear mucous coughs may come to the daycare. Coughs that have been diagnosed as infectious (i.e. acute bronchitis, pneumonia, etc.) or accompanied with fever (see above definition of fever) may not be brought to daycare/preschool.
- Severe coughing causing the child to become red in the face or to make a whooping sound.

➤ **Diarrhea**

**One abnormal and loose stool.** Frequent loose and/or watery bowel movements that are different from your child's "normal" bowel movement pattern. This can be defined in frequency and/or color.

➤ **Vomiting**

Any child that has vomited one time in the last 24 hours may not be brought into the daycare/preschool. **Exception:** Infants who have "normal" regurgitation of feedings.

➤ **Redness or water eyes**

- **If the child appears to look pale**
- **If a sibling is sick or been sent home**
- **We will not accept any doctor note stating they are not contagious**
- **One vomit or diarrhea**
- **Not able to stay awake, laying around, not able to function in normal day activities**
- **Child complaining of a headache or stomachache**
- **Skin rashes**  
If your child has a generalized rash, diagnosis should be evaluated and confirmed by a physician. Due to contagious nature of generalized body rashes, children with generalized body rashes may not be brought to the daycare/preschool. **Exception:** localized rashes such as prickly heat, eczema, diaper rash, etc.
- **Redness/drainage of the eye**  
Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain. Any eye drainage will need to be evaluated by a physician. When any eye drainage is diagnosed as infectious, the child may not be brought to daycare/preschool until treatment with an antibiotic has been used for 24 hours. A physician's note is required to return.
- **Sore throat, difficulty swallowing. Strep throat,** until 24 hours after initial antibiotic treatment and cessation of fever
- **Hand Foot and Mouth** sores have dried and crusted and no fever
- **Rash** until a physician determines that these symptoms do not indicate a communicable disease
- **Persistent abdominal pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- **Yellowish skin and/or yellow eyes**
- **Stiff neck with elevated temperature**
- **Dark urine, grey or white stool**
- **Difficult or rapid breathing**
- **Lice, scabies or other parasites\***
- **Cold lasting more than 14 days (except with physician's written consent).**

\*A child must remain out of the center until, upon inspection from the daycare staff, the child is found to be completely free of lice and nits. **Regardless of medicated shampoo treatments, the child must be completely nit free.**

**If a child comes down with any of these symptoms at the center, the parents will be called immediately and arrangements for having the child picked up must be made. An unhealthy child must be picked up within one hour of the first attempted call. If you do not arrive within two hours being notified, we reserve the right to report to the proper authorities if the child's condition worsen.**

If able, the child will lie down on a cot, isolated from the other children until the parent arrives. Your child will be required to be out 24 hours from the time of pick up and until symptom free without the use of fever reducing medicines to be readmitted. This follows Delaware County Health Department regulations. **A child will only be readmitted when the child shows no more sign of illness and the child is no longer contagious.** We have the same communicable diseases policy for our teachers. When they show any of these symptoms they will be replaced with a substitute until they can return to work.

**Chubby Cheeks Early Education Center reserves the right to accept or decline a written physician clearance for any suspected contagious infections.**

## **Medications**

Any medication administered by Chubby Cheeks Early Education Center will require a completed Medical Authorization Form. No medication can be administered without this form. **No exceptions.** All medications should be given directly to the director. All medications are stored out of reach of children. **Medication may not be stored in a child's cubby or book bag.** The parent must provide the appropriate utensil to administer the medication. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler with them at all times. It may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

## **Prescription**

Prescription medication will be administered only if the medication is in its original container. The container must have a legible label containing the child's name, current date, exact dosage, number of daily doses, and the method of administration. Parent's instructions must coincide with the label instructions. The medication can only be administered for the period of time indicated on the label.

## **Non-Prescription**

Non-prescription/over the counter medication will not be administered by Chubby Cheeks Early Education Center Daycare & Preschool.

## **Compliance with the Americans with Disability Act (ADA)**

Chubby Cheeks Child Care Program does not discriminate on the basis of disability in admissions to, access to, or operation of its child care program. We charge the same rates to children with disabilities as to those who are typically developing when the children only require reasonable accommodations.

Chubby Cheeks Child Care Program will administer prescription medication when considered a reasonable accommodation necessary to accommodate a child with a disability. Any medication administered by Chubby Cheeks Early Education Center will require a completed Medical Authorization Form. No medication can be administered without this form.

Front main entrance, Bathrooms, and backdoor ramps are all ADA compliant.

## **FINANCIAL INFORMATION**

### **Registration Fee: Daycare and Preschool Enrollment**

A one-time registration fee of \$60.00 per child is due at the time of enrollment. This fee is non-refundable and does not apply to tuition.

### **Escrow Payment**

An escrow payment in the amount of one week's tuition is required at the time you enroll your child in our program. In the event you need to withdraw your child from Chubby Cheeks Early Education Center, a written two-week notice in advance is required. Your escrow will be applied to the final week of attendance. If a child is withdrawn without a two-week notice, the escrow payment will be forfeited.

## Tuition Policy

It is mandatory for parents to enroll in the Autopay system in the brightwheel app. Autopay helps parents automatically pay their balance on the due date. Checks or cash are not accepted. Payments can be paid online on the brightwheel app using your **credit or debit card (you will be charged 3% card processing fee) or by bank transfer ACH (\$1 fee charged for ACH)**. If payment is not received by Wednesday it is late and a fee of \$20.00 per week will be charged to your account. Late fees will be added each week that tuition is late. If your tuition remains in arrears for more than two weeks, your child will be withdrawn and placed on our waiting list. To enroll your child again, all tuition and fees must be paid along with another \$60.00 registration fee. If your escrow payment was applied to any outstanding tuition, you will need to pay another escrow fee before we can reinstate your child. If your child's spot has been filled, you will be placed on a waiting list.

Tuition is due whether your child attends one day or five days. **Family discounts for full time self-pay only are as follows: the child with the highest tuition will be charged at full rate; each child thereafter with lower tuition will receive a 10% discount.** We have full and part-time enrollment. Part-time must be at least two days a week and the same schedule each week. Part-time enrollment cannot switch days. If you need an extra day of childcare and the classroom can accommodate your child, you will be charged the daily rate. Extra days must be approved in advance by the director.

Tuition costs remain the same regardless of daily absence due to your child's illness, or public holidays. If a holiday falls during a weekday, you will be charged your full week's tuition, the same as any other week. No reduction in fees is granted for holidays or professional closure days. Additionally,

## Publicly Funded Child Care Policy

### 1. Part-Time Attendance Limits

Children approved for part-time attendance are limited to 2–3 days per week, not exceeding 24 hours in total. Any hours beyond the 24-hour limit will be billed at the difference between part-time and full-time rates. For instance, if the PFCC preschool part-time rate is \$177 and the full-time rate is \$266, the additional charge would be \$93.

### 2. Absent Days Limits

Children enrolled in PFCC-funded programs are entitled to 20 absences within each six-month period. If this limit is exceeded, the child's enrollment will be forfeited, and they will be placed on a waiting list for re-admittance.

3. **Late Fees for Pickup and Payments**

Parents or guardians who are late picking up their child or making payments will be charged applicable late fees.

4. **Unpaid Copayments**

If copayments are not made on time, the school is required to report the delinquency to the Ohio Department of Job and Family Services (ODJFS). This may result in the loss of the child's spot at the school. Additionally, families will not be able to transfer their child to another program until all outstanding payments are cleared.

## **Family Vacation Time**

Each child enrolled full-time (5 consecutive days M-F) will receive two weeks during the year (January through December) at 50% the rate of tuition or one full week at 100% of the rate of tuition after the child has been enrolled for six consecutive months. Children cannot be in attendance during requested vacation time. Vacation must be 5 continuous days only Monday through Friday. Vacations will not be approved during public holidays.

Each child enrolled part-time (2-3 days) will receive one week during the year (January through December) at half the rate of 100% or at %50 for two weeks of tuition after the child has been enrolled for six consecutive months. Children cannot be in attendance during requested vacation time. Vacation request forms must be received by the office no less than two weeks prior to the vacation. Vacation time cannot be accumulated from year to year and vacations must not fall on a public holiday.

## Tuition Schedule

<b>DAYCARE (FULL YEAR)</b>	<b>Infant</b> ***	<b>Toddler*</b> ***	<b>**Preschool I (Potty Trained Only)***</b>	<b>School Age</b> ** ***	<b>Summer School Age</b> *** **
Full Time Weekly	\$340	\$310	\$275	\$250	\$250
Part Time Weekly	\$230	\$210	\$210	\$210	\$210
Daily Rate	\$75	\$70	\$70	\$70	\$70
Hourly Rate	\$30	\$30	\$30	\$30	\$30

\*Children will only transition to the 3-year-old room when they are potty trained.

\*Weekly tuition for Kindergarten includes before and after school care.

\*\*Amount subject to change depending on scheduled field trips.

\*\*\* All fees are subject to 5% increase annually and rates may change at any time.

### Divorced/Separated Parents

For all situations where the child's parents do not reside in the same household, the parent that enrolled the child shall be responsible for paying weekly tuition. It will not be our responsibility to determine which parent is responsible for payment on any given week and call to remind them that tuition is due.

### Late Pick Up Fee

Parents need to pick up their children at the close of the program. Daycare and school age children need to be picked up by 5:30 pm. In the event of a late pickup, parents will be charged \$25.00 per child for any part of the first 15 minutes they are late. After the initial 15 minutes, parents will be charged \$1.00 per minute, per child. Pick up time will be determined by the center's clock. If your child has a late pick up more than three times within a one-month period, you will receive a written notice. Two written notices will result in your child not being able to return to the program in which they are enrolled. Legal authorities may be contacted for children left at the center one hour after closing time. We trust that you will respect our staff's time as you would your own. **Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be billed.**

## **Suspension and Expulsion/Termination of Childcare**

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook policies
- Serious illness of child

Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether the child is in attendance. We will give two weeks' notice of termination for which full tuition is due, whether the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the staff or other children in attendance.

## **Absent Day Policy**

We understand that there are times when your child may be absent. However, fees must be consistently maintained to ensure continued enrollment. If your child needs to leave the center for an extended period for any reason, please see the director to determine if you are eligible for tuition relief. This is determined on a case by case basis. Therefore, no reduction in fees are granted for holidays, professional closure days, or any other days. Additionally, we are not able to offer fee reductions to accommodate family vacations or closures for inclement weather. Finally, please call in before 9:00 a.m. to let us know your child will not be attending. We must maintain adequate ratio and we need help from parents to assure we meet our ratio. Three days of no show or no call in will result in automatic dismissal.

## **Days Off / Center Closing**

The center will close to observe the following holidays:

- New Year's Day-January 1<sup>st</sup>
- Good Friday- The Friday before Easter Sunday
- Memorial Day- The last Monday of May
- Independence Day- 4th July



- Labor Day- The first Monday of September
- Thanksgiving Day- Fourth Thursday of November
- The day after Thanksgiving
- Christmas Day- December 25
- Day After Christmas (Closed)
- Two half days for Professional development days will close at 12:00 pm. Dates will be shared with parents every January.

A holiday that falls on a Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday. **Tuition rates are not pro-rated for observed holidays. Full tuition is due.** In addition, the Child Care Program will close a minimum of two days each year for staff professional development days. Families will be notified in advance of these dates.

## **EMERGENCY CLOSURE POLICY**

Chubby Cheeks Early Education Center will be closed if the city issues a LEVEL THREE SNOW EMERGENCY. The closing will be posted on the following stations: WTVN-610, Channel 4-WCMH, Channel 6-WSYX, and Channel 10-WBNS. Tuition payments will not be credited or refunded for absences due to inclement weather, general emergencies or other unforeseen circumstances (including, but not limited to, threats to the safety of children due to environmental situations or threats of violence; natural disasters such as fire, tornado, flood, etc., or loss of power, heat, or water, illness, or other activity).

### **General Emergency Fire and Weather Alerts**

In the event of fire, weather emergencies and natural disasters like severe thunderstorms, tornadoes, flash flooding, major snowfall, blizzards, or ice storms, the center has fire and weather alert plans that are posted in each classroom and other areas used by the children. All staff will bring children to central locations based on the type of emergency. For tornados, it will be the lower level. In an evacuation emergency, we will relocate to The Smoke Shop (U-Roll it Tobacco). With any emergency, administration will notify families and remain at the center until the last child is sent home or the authorities say it is safe. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

# SUPERVISION POLICY

## Arrival/Departure

Children are to arrive clean and fed (unless arriving in time for breakfast). We will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off. If your child arrives carrying a favorite blanket or toy, the parents are expected to take those items with them or leave them in the child's cubby. It's not the teacher's responsibility to keep track of blankets and toys that children bring with them. There have been times when a child has lost their favorite toy in the building.

It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please make drop off time brief. The more you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as the parent is gone. Also, be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Do not allow your child to be out of your sight during pick up time. Parents need be in control of your child and not allow them to run through the building.

- Daycare staff will not receive students before 6:30am **nor will we receive children after 09:00** am unless prior arrangements have been made, such as a doctor's appointment or a family emergency. We must maintain adequate ratio and we need help from parents to assure we meet our ratio. When we have children arriving at all hours of the day, it's too disruptive for the teacher and the other students. When children arrive at naptime and aren't tired enough to sleep, they can't stay in the classroom and disrupt the children that are sleeping. We do not have the additional staff to provide one on one time with your child while others are sleeping. This policy does not apply to the Infant I & II rooms. **Please be sure to communicate this policy to other family members or friends who might be dropping your child off.**
- Three days of no show or no call in will result in automatic dismissal.
- Parents are required to sign their children in upon arrival using the touch screen at the front desk before taking your child to their classroom. Under no circumstance is a child to be dropped off outside or in the building unattended. Make sure that a staff member is aware that your child has arrived or is departing for the day. You will also need to check your child out at pick up time.
- Children will not be released to an individual who is not authorized or listed in the enrollment form and/or our system. Authorized individuals must be eighteen years of age. If an unauthorized individual will be picking up the child, a written notice signed and dated

by the parents is required. The individual picking up the child must have photo identification. Under no circumstance will a child be allowed to leave with any unauthorized individual without written notification. Staff members reserve the right to ask for photo identification from any individual at any given time. Staff will not release children to anyone including parents who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

### **Supervision of Infants/Toddlers/Preschoolers**

No child will ever be left alone or unsupervised, including naptime. Children are within sight and hearing of a staff member at all times.

### **Supervision of School Age Children**

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without the staff supervision if the following conditions are met:

- children are within hearing distance of a teacher
- the teacher checks on the children regularly until they return
- the restroom is for the exclusive use of the center

One group of no more than six school age children, fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, if the teacher can see or hear the children at all times and checks on the children periodically.

### **Children Arriving to the Center from Other Programs**

If your child is coming from school on a bus, please let us know if they will not be getting off the bus here at the center. If your child does not get off the bus and we have not heard from a parent, the following will take place.

- a phone call to the parent
- a phone call to the school
- a phone call to the bus garage

It is very important that parents contact Chubby Cheeks Early Education Center when their child is not going to be attending.

## **CLASSROOM INFORMATION**

### **Staff**

Chubby Cheeks Early Education Center employs teachers with a passion and love for children, knowledge of child development, and an enthusiastic attitude toward educating our students. Staff

undergo a criminal background check and fingerprinting check that is sent through the BCI and FBI data base. Upon being hired, employees are required to submit to a drug test. Thereafter, random drug screenings are performed. Professional development will continue throughout employment to ensure your child will receive the highest quality care and education. Included in our professional development training are Infant and Child CPR and First Aid, SIDS prevention, as well as age specific training in child development. **Our staff are not allowed to share their personal phone numbers with parents. Please do not ask our staff for their contact information or ask our staff to perform services outside working hours like babysitting even if the staff member has been separated from employment as we do not guarantee or be held responsible for the quality of service provided outside our facility and we do not encourage such practice. All communications should be conducted through the school app only.**

### **School Delays/Cancellations**

Our program will operate a full day program for school agers when school is closed for vacations, delays or inclement weather.

## **TRANSPORTATION AND EMERGENCY TRANSPORTATION**

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. No child will be enrolled whose parents do not permit their child to be transported to a source of emergency treatment.

Chubby Cheeks will not provide transportation for school age children going to/from school. Delaware City Schools Bus Department will bus all school age children going to/from school.

### **Field Trips**

Chubby Cheeks Early Education Center currently goes on 1 Annual Field Trip per year, to a location that is chosen by management based on weather for the chosen date. Transportation is also decided based on size of group attending the field trip. It can include but is not limited too:

- Rental Van
- Chubby Cheeks Staff Owned Vehicles
- Rented Bus

All will be inspected in accordance with all ODJFS regulations by an ASE certified Mechanic.

### **Swimming**

Currently Chubby Cheeks Early Education Center does not offer swimming activities.

## OUTDOOR PLAY

Spending time outdoors is essential for healthy development. An opportunity for outdoor play is provided each day in suitable weather. Children will not be taken outside if the temperature is below 25 or above 90 degrees. If weather conditions are not favorable for outdoor play, the director will make the decision to use the indoor play area. It is up to the discretion of teachers as to whether the children must wear jackets or sweaters at recess. Please send sufficient clothing with your child. Playground rules are very important for the safety of all children.

Please read over them with your child and help him/her become familiar with these rules.

### Playground Rules

- Children will never be left unattended on the playground.
- Children will not stand on swing seats. They must always be seated.
- Only one child on a swing at a time.
- Swings are not to be twisted.
- Always give a swing in use a lot of clearance before passing in front or behind it.
- No climbing the fence for any reason.
- No kicking or throwing any balls over the fence.
- Children are not allowed to run carrying sticks of any kind. Sticks will be not be used as weapons.
- No throwing of stones or snow.
- The mulch on the ground must stay there. It is not to be put in the pockets or thrown at others.
- Always use steps to go up the slide.
- Only one child down the slide at a time.
- Children must sit to go down the slide.
- Children are not allowed to play monster.
- No rough play (wrestling, etc.) is permitted.

## **CENTER PARENT INFORMATION REQUIRED**

### **BY OHIO ADMINISTRATIVE CODE**

This 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 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 laws 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, evaluation the care provided by the facility or evaluation 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, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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

## APPENDIX A

### Sample Daily Schedule

Times	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-8:00	Arrival-Free Time/Diaper Changing				
8:00-8:30	Breakfast-Cleaning up				
8:30-9:30	Outdoor Time (Weather Permitting)/Free Play/Morning Circle Time				
9:30-10:00	AM Snack Time-Diaper Change				
10:00-10:30	Circle Time/Story/Theme related activities				
10:30-11:00	Group Time Learning Center	Group Time Learning Center	Group Time Learning Center	Group Time Learning Center	Group Time Learning Centers
	Diaper Changing/Free Play/Art and Craft				
11:00-11:30	Special Activity	Special Activity	Special Activity	Special Activity	Special Activity
11:30-12:00	Lunch Time				
12:00-2:30	Quiet Time-Naptime				
2:30-3:00	Free Play/Diaper Changing				
3:00-3:30	PM Snack Time				
3:30-4:00	Story Time				
4:00-5:00	Outdoor Time (Weather Permitting)				
5:00-5:30	Diaper Changing/Afternoon Activities/Quite Activities/TV Time/Departure				

**Note: Individual feedings and napping are followed throughout the day**

## APPENDIX B

### Table of Child Ratio and Group Sizes

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
<b>Young Infants</b> (Birth to less than 12 months)	1:5 or 2:12 in same room	12
<b>Older Infants</b> (at least 12 months and less than 18 months)	1:6	12
<b>Young Toddlers</b> (at least 18 months and less than 2 ½ years)	1:7	14
<b>Older Toddlers</b> (at least 2 ½ years and less than 3 years)	1:8	16
<b>Young Preschoolers</b> (at least 3 years and less than 4 years)	1:12	24
<b>Older Preschoolers</b> (at least 4 years and not enrolled in or eligible to be enrolled in Kindergarten)	1:14	28
<b>Young Schoolagers</b> (enrolled in or eligible to be enrolled in Kindergarten or above and less than 11 years)	1:18	36
<b>Older Schoolagers</b> (at least 11 and less than 15 years)	1:20	40

**Per Rule 5101:2-2-18 of the Ohio Revised Code**



## APPENDIX C

### USDA Recommended Nutritional Meal Pattern Guide

#### Infant Meal Pattern

##### Breakfast

*Birth through  
3 Months*

4-6 fluid ounces of formula<sup>1</sup> or  
breastmilk<sup>2,3</sup>

*4 through  
7 Months*

4-8 fluid ounces of formula<sup>1</sup> or  
breastmilk;<sup>2,3</sup>  
0-3 tablespoons of infant cereal<sup>1,4</sup>

*8 through  
11 Months*

6-8 fluid ounces of formula<sup>1</sup> or  
breastmilk;<sup>2,3</sup> and  
2-4 tablespoons of infant cereal;<sup>1</sup>  
and  
1-4 tablespoons of fruit or  
vegetable or both

<sup>1</sup>Infant formula and dry infant cereal must be iron-fortified.

<sup>2</sup>Breastmilk or formula, or portions of both, may be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.

<sup>3</sup>For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered if the infant is still hungry.

<sup>4</sup>A serving of this component is required when the infant is developmentally ready to accept it.

## Infant Meal Pattern

### Lunch or Supper

#### ***Birth through 3 Months***

4-6 fluid ounces of formula<sup>1</sup> or  
breastmilk<sup>2,3</sup>

#### ***4 through 7 Months***

4-8 fluid ounces of formula<sup>1</sup> or  
breastmilk;<sup>2,3</sup>  
0-3 tablespoons of infant cereal;<sup>1,4</sup>  
and  
0-3 tablespoons of fruit or  
vegetable or both<sup>4</sup>

#### ***8 through 11 Months***

6-8 fluid ounces of formula<sup>1</sup> or  
breastmilk;<sup>2,3</sup>  
2-4 tablespoons of infant cereal;<sup>1</sup>  
and/or  
1-4 tablespoons of meat, fish,  
poultry, egg yolk, cooked dry  
beans or peas; or  
½-2 ounces of cheese; or  
1-4 ounces (volume) of cottage  
cheese; or  
1-4 ounces (weight) of cheese  
food or cheese spread; and  
1-4 tablespoons of fruit or  
vegetable or both

<sup>1</sup> Infant formula and dry infant cereal must be iron-fortified.

<sup>2</sup> Breastmilk or formula, or portions of both, may be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.

<sup>3</sup> For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breastmilk offered if the infant is still hungry.

<sup>4</sup> A serving of this component is required when the infant is developmentally ready to accept it.

## Infant Meal Pattern

### Snack

*Birth through  
3 Months*

4-6 fluid ounces of formula<sup>1</sup> or  
breastmilk<sup>2,3</sup>

*4 through  
7 Months*

4-6 fluid ounces of formula<sup>1</sup> or  
breastmilk<sup>2,3</sup>

*8 through  
11 Months*

2-4 fluid ounces of formula<sup>1</sup> or  
breastmilk,<sup>2,3</sup> or fruit juice,<sup>5</sup> and  
0-½ bread<sup>4,6</sup> or  
0-2 crackers<sup>4,6</sup>

<sup>1</sup> Infant formula and dry infant cereal must be iron-fortified.

<sup>2</sup> Breastmilk or formula, or portions of both, may be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.

<sup>3</sup> For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breastmilk offered if the infant is still hungry.

<sup>4</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>5</sup> Fruit juice must be full-strength.

<sup>6</sup> A serving of this component must be made from whole-grain or enriched meal or flour.

**Note:** For children 12 months or older, regular foods are acceptable, but consult your pediatrician for serving textures, amounts.

## APPENDIX D

### Example Meal and Snack Menu For Other Age Groups

Meal Patterns	Monday	Tuesday	Wednesday	Thursday	Fridays
<u>Breakfast</u>  Juice or Fruit or Vegetable Grains/Breads Milk	½ cup pear halves (½ cup fruit) ½ slice whole wheat toast with ½ oz reduced fat cheddar cheese, melted (½ slice of bread, ½ oz cheese) ¾ cup 1% milk1 (¾ cup milk)	½ cup applesauce (½ cup fruit) (¾ slice of bread) ¾ cup 1% milk1 (¾ cup milk)	½ cup warm grapefruit wedges with 1 Tbsp brown sugar (½ cup fruit) ¼ cup cooked oatmeal with 1 Tbsp raisins (¼ cup cooked cereal) ¾ cup 1% milk1 (¾ cup milk)	½ cup orange fresh sections (½ cup fruit) ½ cinnamon roll (½ slice of bread) ¾ cup 1% milk1 (¾ cup milk)	½ cup diced peaches, in extra light syrup, drained (½ cup fruit) 1 blueberry pancake with 1 Tbsp reduced calorie pancake syrup (1 slice of bread) ¾ cup 1% milk1 (¾ cup milk)
<u>Lunch</u>  Meat or Meat Alternate Vegetable/Fruit (2 servings of vegetable or fruit or both) Grains/Breads Milk	½ cup Oven-Baked Parmesan Chicken (1 ½ oz cooked poultry) ¼ cup steamed broccoli (¼ cup vegetable) ¼ cup fresh apple slices (¼ cup fruit) ½ whole wheat roll (½ slice of bread) ¾ cup 1% milk	slices (¼ cup fruit) ½ whole wheat roll (½ slice of bread) ¾ cup 1% milk1 (¾ cup milk) 1 Bean Burrito D- 21A2 (2 oz equivalent cooked lean meat, ¼ cup vegetable, 1 slice of bread) ¼ cup diced peaches, in extra light syrup, drained (¼ cup fruit) ¾ cup 1% milk1 (¾ cup milk)	¾ cup Sweet-and- Sour Chicken D-062 (1 ½ oz cooked poultry) ¼ cup boiled carrots (¼ cup vegetable) ¼ cup fresh orange sections (¼ cup fruit) ¼ cup cooked rice (¼ cup cereal grain) ¾ cup 1% milk1 (¾ cup milk)	1 piece Macaroni and Cheese (1 ½ oz meat/meat alternate, 1 ½ slices of bread) ¼ cup peas and carrots (¼ cup vegetable) ¼ cup tropical fruit salad (¼ cup fruit) ¾ cup 1% milk1 (¾ cup milk)	1 serving (½ pita) Pizzain- a-Pocket (¾ oz cooked lean meat, ½ cup vegetable, 1 slice of bread) ¼ cup green salad green salad with 1 Tbsp lowfat salad dressing (¼ cup vegetable) ¼ cup apricot halves (¼ cup fruit) 4 oz lowfat yogurt (4 oz yogurt) ¾ cup 1% milk1 (¾ cup milk)
<u>Snack</u>  Select two of the following: Meat or Meat Alternates Vegetable or Fruit or Juice Grains/Breads Milk	2 oz lowfat yogurt (2 oz yogurt) ½ oz graham cracker sticks (2 crackers) (½ oz grains/	½ toasted mini bagel with ½ oz reduced fat cheddar cheese (½ slice of bread; ½ oz cheese) Water3	½ cup fresh carrot sticks4 with 1 Tbsp lowfat ranch dressing (½ cup vegetable) ½ oz wheat crackers (4 crackers) (½ oz grains/breads) Water3	½ oz reduced fat cheddar cheese and ½ oz crackers (4 crackers) (½ oz grains/breads, ½ oz cheese) Water3	½ cup fresh apple slices with 1 Tbsp peanut butter and 1 Tbsp raisins5 (½ cup fruit, 1 Tbsp peanut butter) ½ cup 1% milk1 (½ cup milk) Water3

## **APPENDIX F**

### **Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place in the office for review.

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

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

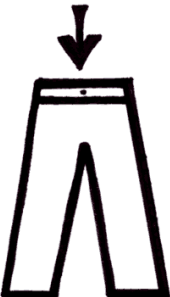


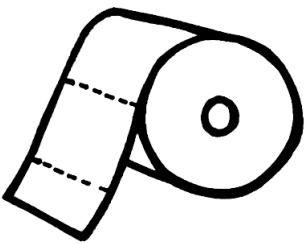

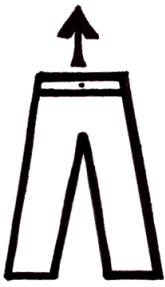
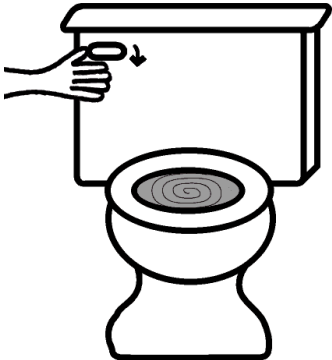


It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call: HHS Region V, Office of Civil Rights 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601 (312) 886-2359 (voice) (312) 353-5693 (TDD) (312) 886-1807 (fax)	Write or Call: ODJFS Bureau of Civil Rights 30 E. Broad St., 37th Floor Columbus, OH 43215-3414 (614) 644-2703 (voice) 1-866-277-6353 (toll free) (614) 752-6381 (fax) 1-866-221-6700(TTY) or (614) 995-9961
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For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

## APPENDIX E

### Potty Training Chart

1			
2			
3			



# REWARD CHART

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





I sat on potty					
I pulled my pants down by myself					
I went on the potty					
I pulled my pants up by myself					
I washed my hands					

www.RewardCharts4Kids.com



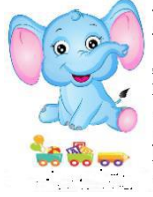
## **Chubby Cheeks Early Education Center**

### **Sleeping Mat/Cot Permission Form**

I give my child, \_\_\_\_\_ permission to sleep on a sleeping mat or cot that is provided by Chubby Cheeks Early Education Center during rest time. I understand that each mat or cot is individually assigned and has clean linens that is only used by my child.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date



## Chubby Cheeks Early Education Center

### CHILD PICKUP AUTHORIZATION FORM

Parents are required to give the names of all persons that they authorize to pick-up their children from Chubby Cheeks Early Education Center. Please be advised that center staff members will not release children to anyone not listed on this form. For any changes or additions please see the Administrator or Administrator designee.

**Important Note: All designated pickup persons must show ID**

Child(ren) name(s)

-----  
-----  
-----  
-----  
-----  
-----  
-----  
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Authorized Pick-up person(s)

-----  
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-----  
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Parent Signature(s)

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Administrator Signature

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## VERIFICATION OF DOCUMENT RECEIPT

Parents:

After reading the handbook, please sign and return this page to the director. This is due before your child attends Chubby Cheeks Early Education Center. Please let us know if you have any questions about any of the policies in this handbook.

I/we acknowledge that I have received a copy of the parent handbook for Chubby Cheeks Early Education Center. I understand the written policies and procedures listed in the handbook. I agree to follow all policies outlined within this document and any future revisions of this document posted on Chubby Cheeks website at [www.chubbycheeks.org](http://www.chubbycheeks.org).

---

Signature of Parent/Guardian

Date

---

Please Print Name

---

Signature of Parent/Guardian

Date

---

Please Print Name

I/we acknowledge that I/we have read and understand Chubby Cheeks Early Education Center Tuition Policy section of this handbook.

---

Signature of Parent/Guardian

Date

---

Please Print Name

---

Signature of Parent/Guardian

Date

---

Please Print Name