



Little Village Academy
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Welcome to Little Village Academy. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Little Village Academy.

Philosophy and Goals

The goals of Little Village Academy are to provide each child with a loving, nurturing, safe environment in which to grow. Our holistic approach helps each child to develop physically, socially, emotionally, and intellectually. Each child is recognized and valued as an individual and we constantly try to identify and respond to the changing needs of the children.

License

Little Village Academy is licensed by the State of Ohio Department of Job and Family Services. Our operating license is posted in the front entrance. The center's licensing record including, but not limited to, compliance report forms from the Department of Human Services, and evaluation forms from the health, building, and fire departments that inspected the center, are available from the Department of Human Services. A copy of the Information Required by Ohio Administrative Code is attached.

The Ohio Department of Job and Family Services toll free number is 1-800-686-1568 for any person to use to report a suspected violation by the center. The laws and rules governing child day care are available at the center for review upon request.

Enrollment

A child is considered to be enrolled in the center only after the registration form, registration fee and deposit have been received. The administrator must confirm the space availability. The registration fee is \$50.00 and is charged each year. A deposit of 2 weeks tuition is to be paid at the time of enrollment. One week goes towards the child's first week and the other week goes towards the child's last week at the center. The registration fee and deposit are nonrefundable. The rest of the required paperwork which includes basic enrollment and health information is due by your child's start date. Any change to this information must be communicated to the administrator immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required within 30 days of admission. This medical must be updated every 13 months. A immunization record must be attached to the medical statement or a statement that the child meets one of the following as stated in Rule 5101:2-12-15.

Hours and Days of Operation

The center will be in operation Monday through Friday 6:30am to 6:00pm. Parents will have access through the security door beginning at 6:30am and ending at 6:00pm. The center closes at 6:00pm please allow yourself enough time to gather your child and exit the building by closing time. If a staff member stays after 6:00pm due to a late pick up a late fee will be charged. The late fee is \$5.00 every five minutes. The late fee is paid directly to the staff member that stayed late. Please do not write a check to Little Village Academy. The center will be closed to observe the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, Christmas Day and close at noon on Christmas Eve. We also reserve the right to schedule up to three teacher in-service days per year. Parents will be notified at least two weeks in advance of an in-service day so that other arrangements can be made. The regular weekly tuition will be charged for those weeks which include a holidays or in-service day.

Staff/Child ratios and Maximum Group Size

Little Village Academy will not exceed the following state required ratios:

1:5 or 2:12	Infants (0-12 months)
1:6 or 2:12	12- 18 months
1:7	18 months-2 ½ years old
1:8	2 ½ - 3 year olds
1:12	3 year olds
1:14	4-5 year olds
1:18	Schoolage children

Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough staff is in the building to meet regular required staff/child ratio if there is an emergency.

The maximum group sizes are as follows:

12	Infants
12	12- 18 months
14	18 months - 3 year olds
24	3 year olds
28	4-5 year olds
36	Schoolage children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunchtime, outdoor play or special activities.

Tuition/Fees and Payment Policies

Tuition is due every other FRIDAY for the coming two weeks. A fee of \$5.00 per day will be charged to the account if payment is not received by the designated day. You may be denied access on Monday morning if tuition is not paid on designated Fridays. All checks are to be made payable to: Little Village Academy. We do not accept cash or credit cards. Tuition increases typically every two years. Our tax ID number is available upon request.

A \$25.00 fee will be charged for any returned checks due to insufficient funds.

Multi-family Discount

If you have more than one child a 20% discount will be applied to second, third, etc. child. This discount is applied to the lowest tuition.

Vacations

The center must be notified in writing of vacation dates at least two weeks in advance. Each child is granted 1 week per year (after 90 days of attendance) during which they may be absent the entire week without being charged tuition. This does not include any student in our BASE program. Students in the BASE program do not attend for the 2 weeks at Christmas or the 1 week at Spring Break and are not responsible for the tuition during those weeks. There is a No School/No Problem option for students in grades 1-6 on no school days. Tuition will not be refunded for days missed due to other vacation time.

Illness

Tuition will not be refunded for days missed due to illness.

Holidays

Full tuition is due for any periods including holidays. Staff receives these days as paid holidays.

Withdrawals

Parents wishing to withdrawal their child (ren) may do so at any time. A 2 week notice, in writing, is required. You still owe two weeks tuition from the time you give your notice. Tuition will not be reimbursed.

Waiting List

If your child is on our waiting list and a spot becomes available we will contact you. At that time you can accept the spot and start paying for it or refuse the spot and wait for the next available spot.

Inclement Weather

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, please call the center to hear a voice mail message. On these occasions, regular payment is expected.

No Class Days

Our classes follow the Granville School calendar. If the Granville schools are closed then there are no academic classes at Little Village Academy. These days are fun days and your child can still attend! A calendar will be given out at the beginning of the school year.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Arrival/Departure

Parents are required to bring their children into their classroom. Children may not be dropped off at the entrance of the building or sent inside alone. Staff must be aware of each child's presence before the parent departs. At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their children at drop off and pick up. Please do not leave your child unsupervised at anytime. Never send your child outside alone.

Supervision of Infants/Toddlers/Preschoolers

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

Supervision of 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 adult supervision as long as the following conditions are met:

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

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

Children Arriving to the Center from Other Programs

At times it may be necessary for a child to arrive at the center from another program (Example: Granville Schools). If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

Release of a Child

Staff will release children only to those on the Authorized Adults to Pick Up form provided by the parent. The person picking up must be at least 16 years old. This person must come in and pick up the child in their classroom. We will not release a child to another child while you wait in the car. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority!

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements

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

Transitioning

You will be notified when your child is ready to move up to the next classroom. As part of the procedure, center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. This request will be accommodated if it is in the best interest of the child and space is available in the next room.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

Transportation of Children

The center will not transport children for any reason. If a child requires emergency transportation, the emergency squad will be contacted then the parent. Parents are required to give permission to transport at the time of enrollment.

Discipline Policy

Little Village Academy staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. The discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to have the child withdrawal from the center. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with parents and would be consistent with the requirements of Rule 5101: 2-12-22 OAC.

Meals and Snacks

Little Village Academy's schedules include time for 2 meals and 1 snack if your child is present during those scheduled times. Parents are required to provide all food for their child.

- Breakfast must include, at a minimum, 1 serving each of fluid milk, fruit or vegetable, and bread/grains.

- Lunch must include, at a minimum, 1 serving of fluid milk, 1 serving of meat or meat alternative, 2 servings of vegetables and/or fruits, and 1 serving of breads/grains.

- Snack must include 1 serving from 2 different food groups.

All food items must be stored in a lunch box/bag clearly marked with your child's name. Lunchboxes are kept in lockers please include an ice pack. We do have a microwave to heat things up. If a lunch does not meet the nutritional requirements then the center is mandated to provide the additional food(s). The parent will be charged \$5.00 to cover the lunch.

Accidents/Emergencies

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to

assure that children have arrived at the designated spot. In the event of a fire we meet outside by the dumpster. In the event of a tornado/lockdown each class meets at their assigned place inside the building. In the event of an evacuation we meet at the white ranch house across the street from the center. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, parents will be contacted as soon as possible to come pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member (if available to leave the center) will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

Biting Policy

Biting is quite common among young children. Our most common cases of biting occur in our infant and toddler rooms, not to say it has never happened in a preschool setting. When a child is bitten the area is washed with soap and water to clean the wound. Then, an ice pack is applied to reduce swelling. Parents are called if the bite breaks the skin. An incident report is filled out for parents to sign. The child who is biting is never named and the parents of that child are told of the incident. We work with the children and families to get through these situations. We do not remove children from the center for biting, since it can be a normal stage in the development of some children. We can provide more information to you on biting if you are interested.

Management of Illness

Little Village Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

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

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

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center

activities the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

We ask that parents please have your child wash their hands at drop off and pick up each and every day.

Medications

We prefer not to give the children medication if at all possible. When the pediatrician prescribes medication for your child please ask them if it is possible to give them something that only requires 2x per day that way you can give it to your child before & after their time at the center. We feel that this is best for all. The center will administer prescription medications ONLY if necessary. Parents must complete a Request for Medication form. All proper sections must be completed and the medication handed to the administrator/assistant administrator. Prescription medications must be in their original container and administered in accordance to instructions on the label. Medications will be stored in a designated area inaccessible to children. Medication may NOT be stored in a child's cubby or bookbag. Children may not carry chap stick, hand sanitizer, etc. on them or in a book bags at anytime.

Topical lotions used for infant/toddler preventative care can be given. Sunscreen can also be applied.

Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

Napping and Resting

Children shall be provided a quiet space to rest, nap, or sleep in accordance with the developmental needs of the child.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when temperatures are very warm or very cold. Children will not be taken outside when the temperature drops below 25 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots in the winter.

Water Activities and swimming

The only water activities that the center provides is water tables and sprinklers.

Parent Participation

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used by the children during hours of operation. Parents may wish to attend class parties, special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have concerns or questions at any time it is recommended that the following chain of commands be used until an answer or solution is found.

1. Child's Teacher
2. Administrator

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you are entrusting us with your little ones and we want our relationship to be a good one.

If at any time you would like a parent roster please ask the front office.

Infant Room

- Please be sure to MARK all of your baby's things.
- Parents provide diapers, food, and PREPARED formula or breast milk. Label bottles with child's name and date of preparation.
- Finger foods, change in diet, and snacks will be discussed with parents. Feeding instructions from parents need to be in writing. Foods will be prepared and served in an age-appropriate manner.
- Opened, partially used jars of food and bottles left at the center at the end of the day must be discarded according to the revised state code. Parents are encouraged to take it home.
- An information sheet will be kept daily for each infant. Parents may take the sheet home at the end of the day.
- Mothers are welcome to breastfeed/pump in the infant room or in our teacher's lounge.
- Diapers are changed in strict adherence to the Revised Code 5101:2-12-69. Clean diapers, wipes, and changes of clothing for each child are kept in the child's own container. Teacher's hands are washed with soap and water before each diaper change.
- You may request a copy of our Developmental Milestones of Children from Birth to 18 Months of Age. This lets you know the areas that we work on with your child.
- We know babies are difficult to resist, but we must ask that NO ONE picks up an infant other than their own.

INFANT DAILY SCHEDULE-This is an example, infants have individualized schedules.

6:30-9:00	Arrival, breakfast, free play
9:00-9:30	Diaper changes, morning bottles
9:30-11:00	Morning naps. Upon waking-movement activities, large muscle activities, etc.
11:00-12:30	Lunch, diaper changes, free play
12:30-2:30	Afternoon naps, quiet play
2:30-3:30	Snack, afternoon bottles
3:30-4:00	Diaper changes
4:00-6:00	Play, diaper changes. Dismissal.

Our Infant Room is a happy, protected place.

Toddler Rooms

Our program is flexible, creative, and open-ended. Toddlers have very special needs. They learn by doing. Toddlers need to be challenged to stretch without being frustrated or overwhelmed.

You may request a copy of our Toddler Progress Report & Daily Schedule. This lets you know the areas that we work on with your child. Our activities are varied and the teachers understand that they need to change plans according to the moods of the children.

Please label ALL of your toddler's things. A complete change of clothing needs to be in the center at all times. Please re-stock as needed. Parents provide diapers, and wipes.

Please pack a lunch for your child. We have attached the state requirements for lunches and the portion sizes recommended by the USDA.

Toddlers are NOT tidy! We recommend play clothes. Please provide appropriate clothing for outside play.

We are glad to work with you and help potty-train your child. Be sure to speak with the toddler teacher.

Preschool and Pre-Kindergarten Class **Licensed by Ohio Department of Job & Family Services**

Please label all of your child's things. A complete change of clothing needs to be in the center at all times. Please restock as needed.

Our children are too busy to worry about their clothes. We suggest play clothes, shoes with non-slip soles, and appropriate clothing for outside play.

Please pack a lunch and afternoon snack for your child if they will be attending all day. We have attached the state requirements for lunches and the portion sizes recommended by the USDA.

CURRICULUM – Our center offers a daily success-orientated curriculum. Readiness activities in reading, math, science, and social studies help prepare 'our' children for kindergarten. Curriculum is designed to meet the standards set forth by Ohio Department of Education.

You will receive a copy of the daily schedule at the beginning of the school year.

Explore More – 5 Year Olds **Licensed by Ohio Department of Job & Family Services**

This class includes students who are young 5 year olds not attending kindergarten as well as students who are attending a partial-day kindergarten and who want a complementary learning experience. Their day will include library & technology, recess, and a special (music, art, health, theater, and gym). Students will also have time for creative writing, reading, and a variety of hands on learning experiences.

You will receive a copy of the daily schedule at the beginning of the school year.

Please pack a lunch and afternoon snack for your child. We have attached the state requirements for lunches and the portion sizes recommended by the USDA.

Please label all of your child's things. A complete change of clothing needs to be in the center at all times. Please restock as needed.

All Day Kindergarten
Licensed by Ohio Department of Job & Family Services

CURRICULUM- the Kindergarten curriculum is designed to meet the standards set forth by the Ohio Department of Education. The content areas covered are Language Arts, Math, Science, Social Studies, Music, Art, and Gym. The curriculum also includes library time.

You will receive a copy of the daily schedule at the beginning of the school year.

Please pack a lunch and afternoon snack for your child. We have attached the state requirements for lunches and the portion sizes recommended by the USDA.

Please label all of your child's things. A complete change of clothing needs to be in the center at all times. Please restock as needed.

Infant are
able to create
their own
schedule based
on their
development.
We provide an
environment
that allows
them to grow
and thrive
while
introducing
music,
language and

Young Toddlers
12 months-18 months
6:30-9 Breakfast/ Free Play/Diapers
9-9:30 Sensory/Fine Motor
9:30-10 Story
10-10:30 Outside
10:30-11 Diapers
11-11:30 Music
11:30-12 Art
12-1 Lunch/ Diapers
1-3 Nap
3-4 Snack/Diapers
4-6 Outside/ Free Play

Toddler
2yrs-3yrs
6:30-8 Breakfast
8-9 Free Play
9-9:30 Circle Time
9:30-10 Music/ Sensory
10-10:30 Recess
10:30-11 Group Activity
11-11:30 Centers
11:30-12 Story
12-1 Lunch
1-3 Nap
3-4 Snack
4-5 Recess
5-6 Free Play

Preschool
3yrs-4yrs
6:30-8 Breakfast
8-9 Free Play
9-9:30 Circle Time
9:30-10 Specials
10-10:30 Large Group
10:30-11 Centers Preschool
11-11:30 Recess
11:30-12 Story time
12-1 Lunch
1-3 Nap
3-3:30 Snack
3:30-4 Gym
4-5 Recess
5-6 Free Play

Pre-Kindergarten
4yrs-5yrs
630-8 Breakfast
8-9 Free Play
9-930 Centers
930-10 Circle Time
10-1030 Recess
1030-11 Specials
11-1130
Story/Journal
1130-12 Centers
12-1 Lunch/Recess
1-130 Quiet Time
130-2 Math/
Science
2-230 Specials
230-3 Centers
3-4 Snack/ Free
play
4-5 Recess
5-6 Free play

Kindergarten
630-9 BASE
9-930 Opening Circle
930-1030 Language Arts
1030-11 Recess
11-1130 Social Studies (M,W)
Science
(T, Th)
Weekly Catch up (F)
1130-12 Reading
12-1 Lunch/Recess
1-2 Math
2-230 Centers
230-3 Specials
3-6 BASE

Explore More
5yrs-6yrs
630-9 BASE
9-10 Language Arts
10-1030 Specials
1030-11 Recess
11-1130 Story/Journal
1130-12 Social Studies
Science
12-1 Lunch
1-130 Specials
130-230 Math
230-3 Centers
3-6 BASE

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place 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 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 Ohio department of job and family services.

It is unlawful for the center 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.

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>