

**TITLE PAGE**

Little Flower Learning Center  
603 Touvelle Street  
Celina, OH 45822  
(419) 733-8219 (main number)  
(419) 733-1969 (secondary number)  
Tax ID# - 20-3311808  
Aimee Fleurette, Administrator/ Owner  
Patty Thees, Administrator Designee

## **HOURS OF OPERATION**

Monday – Friday 5:00 a.m. – 12:00 a.m. (midnight)

## **LITTLE FLOWER GOAL**

Little Flower Learning Center will plan to obtain an accreditation. We will work toward obtaining this during our first year of operation in our new facility.

## **GOALS AND PHILOSOPHIES**

Our motto is: We Don't Grow Flowers... We Grow Kids! This means that we, along with your help, will provide the best possible environment for your child to explore and learn about their world. We promise to challenge, love, and protect them, and most of all give them a comfortable place to grow while you're away!

At 6 weeks of age we begin teaching and modeling small phrases, regularly used in sign language. We expose each child to an art sensory activity daily. We encourage the children to explore through math and small manipulative activities everyday. We cook together and talk about a different shape, color, letter, and theme weekly. Everyday we use music and movement to express ourselves. During our daily "Patch" time, we talk about: Our theme for the week, the weather, calendar date, and we read a story that corresponds with our weekly theme. In addition to these daily adventures, we offer chapel on a weekly basis. We offer classes on parenting for those parents who are interested in getting to understand their child and their child's behavior more. We offer scrapbooking classes and workshops to those parents who enjoy pictures and their children as much as we do. We have two programs every year so the kids can show what they are learning.

## **CURRICULUM POLICY**

A paper will be sent home daily with information about your child's activities from the day and future events to come.

We are a licensed preschool; therefore every age group will have a curriculum according to their capabilities. This curriculum will include a theme for each week, music and movement, math manipulatives, science and cooking, language, and sign language. Every class will be studying a shape, color, number, texture, memory verse, and letter weekly.

## **ENVIRONMENT**

You have chosen to place your child in Little Flower Learning Center. We offer a secure family environment for your child to play and grow in. We can handle your child care needs from infant to 12 years old. Your child will learn naturally at their own speed through regular play and activities. They will be able to follow their own physical and emotional growth schedules. They will be presented with opportunities everyday which will allow them to learn through play and experiments with other children their age. In our opinion, we are not a babysitter, but rather a safe place that will provide learning for every age. We want your child to have the next best thing in care to being with Mom and Dad. Please remember that we want what is best for your child and we want you to be involved in their care as much as possible. This is why we will provide you with a daily sheet that will let you know how your child's day was and what they were involved in during the day. You are the most important people in your child's life and you should be kept aware at all times of what is going on with your child.

This is a Christian based center and your child will hear Bible songs, be included in prayer if they so desire and be able to listen to any Bible stories being read. Any questions asked will be answered based on Biblical Principles. We will be providing a chapel time weekly and this will involve a story and songs. Sometimes chapel will be in the individual classrooms instead of as a large group.

## **CHAPEL POLICY**

A weekly children's chapel time will be provided and scheduled ahead of time. These chapels will be age appropriate for all the children involved. Little Flower will encourage all children to participate. All full time teachers are required to provide or schedule chapel when asked to do so and at least twice per year.

## **PROBATION PERIOD**

Children of new clients will be placed on a two-week trial basis. This allows all parties to get acquainted and if there are any personality conflicts, disciplinary problems, etc., each party has the opportunity at this time to terminate their contracts.

## **VACATIONS/HOLIDAYS**

The Day Care will be closed the following Holidays: Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, Christmas, New Years Eve, and New Years. Parents and caretakers are responsible for providing their own backup care during these times.

## ATTENDANCE POLICY FOR CHILDREN

All caretakers will be given an identification number for each child enrolled with Little Flower. When the child gets dropped off the caretaker is to use the number to clock their child into the computer. All children will be given two standard week (according to their normal schedule) of free day coupons for the entire school year and one standard week for the summer. These coupons can be used for free days off without paying. The school year coupons may be carried over into the summer, but the summer coupons may not be carried over into the next school year. When a caretaker wants to use a coupon he or she will need to notify the office in writing when they turn in their weekly payment. All weekly payments are due on Thursdays. If payment is made monthly, the payment is due on the last Thursday of the calendar month. Caretakers may prepay and carry a credit if they choose to do so. A weekly update will be given to caretaker when a credit is being carried.

All caretakers are encouraged to call the center when their child will be absent due to illness, vacation, rainy day break, etc. After all free day coupons are used up for the year, the caretaker will need to pay full price on their child's days of absence.

## FEES

Little Flower Learning Center requires a \$25 nonrefundable registration fee before paper work is turned into the center. Prices are as such:

|   | <b>DAILY</b> | <b>WEEKLY</b> |
|---|--------------|---------------|
| ~ SEEDling (6 weeks – 12 months)  | 27.00        | 120.00        |
| ~ ROOTster (12 months – 24 months)  | 26.00        | 115.00        |
| ~ Little SPROUTS (24 months – 36 months)  | 25.00        | 110.00        |
| ~ BUDDies (36 months – 48 months)   | 24.00        | 105.00        |
| ~ Little FLOWERS (48 months – 72 months)  | 23.00        | 100.00        |
| ~ BLOSSOMers (School age)   | 4 hrs. 55.00 | 2 hrs. 30.00  |
| Summer Price  | 17.00        | 80.00         |
| ~ BUDDies Part Time Preschool (36-months-48 months)<br>Tues. and Thurs. AM or PM          |              | 20.00         |
| ~ Little FLOWERS Part Time Preschool(48 months- 72 months)<br>Mon. Wed. and Fri. AM or PM |              | 30.00         |

Discounts will be given on a floating scale if more than 1 child:

~ 2<sup>nd</sup> child – 5% discount, 3<sup>rd</sup> child – 10% discount, 4<sup>th</sup> child, 15% discount.

Overtime is \$5.00 every 5 minutes. Overtime is considered anytime after midnight.

Daily rates are for a minimum of 3 days a week.

## **ARRIVAL AND DEPARTURE PROCEDURES**

- ~ Infants will begin their day with the group until it has exceeded six children.
- ~ Toddler – School age will begin their day together in the large motor room until 8:00 a.m.  
or until the group size has reached the maximum for the youngest age in the room, whichever comes first.
- ~ Infant– School age children will join together at 5:00 p.m. or when the group size is down to a small enough group size according to the youngest child in the group, whichever happens first. As the second shift children begin coming in for care we will separate classes according to age as needed.
- ~ All children must be checked in and out on the computer and on their class clipboard upon arrival and departure.
- ~ No child shall be dismissed to a person other than authorized pick-up unless written permission is on file. No one under 16 years of age shall sign out and pick up any other child without special written permission, which will need to be on file prior to time of release.
- ~ Caretaker's must call in child's absence.
- ~ If a child is absent and we have not been notified, a staff member will call the caretaker at home or at work to reassure the safety of the child/ren).
- ~ In the case of school delay or cancellation, the center will provide care for the school age children. We will call a substitute in or another staff person will supervise the class for the day.
- ~ All children at Little Flower Learning Center will be supervised at all times.
- ~ In a situation where a custody agreement has been designated by the court, that agreement will need to be kept on file at the center. The child will be released to the non custodial caretaker only according to the terms on the court appointed agreement.

## **EVENING CARE POLICY**

Little Flower Learning Center will not be providing evening care. Our evening care hours of operation are 7:00 pm -midnight. In the evening our doors will be locked at all times. Parents will be able to enter the building by using their numerical code. We have a structured schedule for the evenings just as we do for the daytime hours. The children that stay until 8:30pm or later are required to bring with them a toothbrush and toothpaste. They will also need their bedclothes for bedtime which begins at 9pm. A sack lunch is required for any child who is here during the dinner hour.

## **NO DROP INS**

The Little Flower Learning Center will not allow any caretaker to drop their child/ren off for care without being registered with the center. Those children who are registered will only be allowed to attend at scheduled times.

## **FAMILY PRE-ADMISSION PROCESS**

All families must go through a two step process for admission to the Little Flower's program. The first visit to the center will include a tour of all the classrooms, a question and answer time for caretakers with an administrator or administrator designee. All paper work will be distributed at this time to those caretakers seeking placement with Little Flower. The second visit will be for caretakers to get any additional questions answered and for them to be able to turn in paperwork, pay registration fee, and set start date.

## **RATIO POLICY**

|               | <b>AGE</b>            | <b>RATIO</b> | <b>MAXIMUM IN ROOM</b> |
|---------------|-----------------------|--------------|------------------------|
| SEEDling 1    | 6 weeks – 6 months    | 5:1 or 12:2  | 12                     |
| SEEDling 2    | 6 months-12 months    | 5:1 or 12:2  | 12                     |
| ROOTster 1    | 12 months – 18 months | 6:1          | 12                     |
| ROOTster 2    | 18 months – 30 months | 7:1          | 14                     |
| Little SPROUT | 30 months– 36 months  | 8:1          | 16                     |
| BUDdy         | 36 months – 48 months | 12:1         | 24                     |
| Little FLOWER | 48 months – 72 months | 14:1         | 28                     |
| BLOSSOMer     | School age K- 11years | 18:1         | 36                     |
| BLOSSOMer     | 11 years – 14 years   | 20:1         | 40                     |

## **CLASS TRANSITION**

Class transitioning is a four week process and the child will begin the process slowly by visiting 1-3 hours a day for the first week, the full morning only the second week, and the full afternoon only the third week. The fourth week the child will be in the next classroom full time everyday unless the child is requiring a slower transition period due to other issues or caretaker's advice. Throughout this process the upper classroom's ratios will continue on as normal even while the child is transitioning.

NOTE: If a child is transitioning from Little Sprouts (30 months – 36 months) to BUDDIES (36 months – 48 months) Little Flower may require that they will need to be completely potty trained before this process can begin.

Any child transitioning will need a form filled out by the caretaker before the transitioning process begins.

## **INFANT CARE POLICIES**

### **DIAPER CHANGING POLICY**

Every child still wearing diapers will be changed every two hours or as needed in between. Any child in need of diaper rash cream will need to have a written permission on file, labeled cream supplied by caretaker to the classroom teacher. This cream can only be used for 14 consecutive days at a time. After the 14<sup>th</sup> day a note from a physician will be required to continue daily use if necessary.

### **INFANT FEEDING POLICY**

All infants will be fed according to their caretaker's written feeding schedule. No substitutions or changes to that schedule will be made unless written into the feeding schedule by caretaker ahead of time. Feeding schedules will be posted in Infant classrooms at all times.

### **INFANT NAP POLICY**

All infants will be placed on their backs to sleep unless caretaker has signed a sleep position waiver and given staff permission to do otherwise. All infants will make their own sleep schedule throughout the day. All infants up to 16 months will sleep in a crib. Infants are not allowed to sleep in swings, car seats, bouncy chairs or any other furniture. Until sixteen months or unless it is a safety hazard all infants will sleep in cribs. If a situation should arise where an infant is in danger when put into a crib, a transition permission form should be signed by caretaker and the child will transition to sleeping on a cot; otherwise a transition to a cot will not happen until the child is 16 months or older. When an infant reaches 35 inches in length it is recommended that a transition begin. Children 18 months and older will be required to nap on a cot for safety reasons.

## **INFANT TEACHER POLICY**

The Infant rooms will have staff members that are in the infant room for eight hours a day everyday. The caretakers will be informed at preadmission who their primary teacher will be for their infant. If this changes the parents will be notified of such.

Every child including infants will have a daily paper with feedings and diapering information included. They will be updated at time of care given.

Infant play space and sleep space will be separate.

## **DIAPERS AND POTTY TRAINING**

When a child is still in diapers, caretakers are responsible for supplying all diapering needs daily.

When it is time to potty train your child, caretaker needs to provide disposable pull-up pants and two extra outfits as needed. Also, it is advised that when potty training a child they not wear bib overalls, suspenders, or snap crotch undershirts, as well as one-piece outfits that need to be completely removed. This will make it easier on the child to be more independent.

## **INDOOR PLAY POLICY**

In addition to outdoor play time, Little Flower Learning Center will provide a scheduled indoor large motor room time daily for all ages at the center. During indoor play time, a staff member will be supervising at all times. Any child in attendance for four hours per day or longer will be provided with outdoor play time or large motor room time. When the weather does not permit outdoor play time extra gymnasium time will be provided. The center encourages every child to participate in as much large motor play time as provided daily, unless the child is physically limited from doing so.

## **OUTDOOR PLAY POLICY**

Little Flower Learning center will provide outside playtime scheduled daily for each class when weather conditions are safe. Children ages 18 months and older will be provided with these scheduled opportunities. A staff member will supervise at all times. Infants will be encouraged to go outside for fresh air on very nice days. In winter time, classes will be permitted to go outside when the temperature and wind chill are above 20 degrees F, there is no extreme winter conditions, and all children are dressed appropriately. In the summer, the children will be required to wear sunscreen. Staff members will apply sunscreen to children with sunscreen that is labeled and provided by caretaker. A sunscreen permission form will need to be kept on file with name of sunscreen listed. Children will not be permitted to share sunscreen due to allergies.



## **QUIET TIME POLICY**

All classrooms except Infants, will be given a scheduled Quiet Time. All children must lay quietly on a cot or mat for at least one hour. Children who choose not to sleep during this time must stay quiet and read, draw, or do a puzzle. All children are expected to rest and respect those children who need to sleep. Little Flower Learning Center encourages all children to sleep during this time so as to regain strength and energy to participate in the afternoon activities.

## **PET POLICY**

All classrooms are encouraged to learn to care for animals. If a teacher would like to have a classroom pet, that teacher will be responsible for the daily cleaning and care of that animal. If the animal causes any issues in the classroom with behavior, cleanliness, etc. the administrator may request that the pet be removed immediately. Before a pet is added to a classroom a permission form will be sent home to caretakers. All animals must be securely enclosed in a tank or an aquarium. Appropriate hand washing procedures must be followed after every pet interaction.

## **SPECIAL NEEDS AND DISABILITIES POLICY**

Little Flower will do everything possible to accommodate those children who have special needs and disabilities. If the child requires special care a Child Medical/Physical Care Plan will need to be filled out by a physician and/or caretaker. A staff member will need to be trained accordingly. Caretakers may need to be involved in the child's transitions and care more than the average caretaker. Little Flower will work with families of children with special needs to the best of our ability, but do not claim to be experts in any one situation or disability and will need caretaker's help and extra training for any and all situations named as such.

## **DISCIPLINE**

Employee's must follow this discipline procedure at Little Flower:

Discipline will be handled with time out, diverting attention, loss of privileges and separation. Parents will be asked to immediately remove any unruly child or any child who poses a threat to the other children. In extreme behavior situations there are three steps that will be taken:

Step #1: The child will be separated from the group for a time to calm down.

Step #2: The child will be separated from the group for a time to calm down.

and there will be a conference scheduled between the caretakers, head teacher, and the administrator.

Step #3: The child will be suspended for one day. If the behavior continues there will be discussion about expulsion.

Staff members will not:

- ~ Abuse or neglect
- ~ Use corporal punishment
- ~ Allow other children to discipline
- ~ Physically restrain a child other than a protective hug until the child calms down
- ~ Lock a child in a room
- ~ Confine children to a high chair or crib
- ~ Humiliate, frighten, or threaten a child
- ~ Use profanities
- ~ Make sarcastic remarks about a child or family
- ~ Punish for not sleeping, eating, or accidents
- ~ Withhold food, potty time, or quiet time
- ~ Punish the whole group because of one child
- ~ Exclude children from many activities for a long period of time

Staff members will :

- ~ Redirect a younger child
- ~ Ask a child to take a time out and talk about behavior and a better idea for behavior
- ~ Exclude a child from one activity
- ~ Give a child his space alone to be quiet in the same room, but away from the other children

## **POLICY ON BITING**

Although we believe that biting can be a sign of a frustrated Toddler, we need to take action immediately when the problem arises. It is important for the caretakers to work with the staff to fix this problem before it becomes a habit; therefore, we have very strict policies on this issue.

When a child bites another child or staff member for the first time, whether breaking the skin or not, that child will be separated from the group for a time to calm down. The supervising or head teacher will then go and speak to the child about the seriousness of biting and try to understand why that child may have bitten. The child will then return to the group and be supervised closely for the rest of the day. A "Naughty Tale" or incident report will be signed by teacher/caretaker, and administrator before dismissal that day. This report will be kept in the child's file.

The second time the child bites the same will happen except there will be a conference scheduled between caretaker, head teacher, and the administrator.

The third time the child will be suspended for one day. If the biting continues there will be discussion about expulsion.

## **POLICY ON HITTING/KICKING**

Hitting and/or kicking is an unacceptable behavior and will not be tolerated toward any staff member or child in the center. We understand that this is one of the many ways that children tend to express themselves; however it will be explained to the child that there are more appropriate ways of displaying their feelings about something. We have very strict policies on this and the actions that will be taken by the staff members are as follows:

When a child hits and/or kicks another child or staff member for the first time, that child will be separated from the group for a time to calm down. The supervising or head teacher will then go and speak to the child about the seriousness of hitting and/or kicking and try to understand why that child may have hit or kicked. The child will then return to the group and be supervised closely for the rest of the day. A "Naughty Tale" or incident report will be signed by caretaker, teacher, and administrator before dismissal that day. This report will be kept in the child's file.

The second time the child hits and/or kicks the same will happen except there will be a conference scheduled between caretaker, head teacher and the administrator.

The third time the child will be suspended for one day. If the hitting and/or kicking continues, there will be discussion about expulsion.

## **POLICY ON OFFENSIVE SPEECH/SWEARING**

Offensive Speech and/or Swearing is an unacceptable behavior and will not be tolerated toward any staff member or child in the center. It will be explained to the child that there are more appropriate ways of displaying their feelings about something. We have very strict policies on this and the actions that will be taken by the staff members are as follows:

When a child uses offensive speech and/or swearing to another child or staff member for the first time, that child will be separated from the group for a time to calm down. The supervising or head teacher will then go and speak to the child about the seriousness of offensive speech and/or swearing and try to understand why that child may have used offensive speech and/or swearing. The child will then return to the group and be supervised closely for the rest of the day. A "Naughty Tale" or incident report will be signed by caretaker, teacher, and administrator before dismissal that day. This report will be kept in the child's file.

The second time the child uses offensive speech and/or swearing the same will happen except there will be a conference scheduled between caretaker, head teacher, and the administrator.

The third time the child will be suspended for one day. If the offensive speech and/or swearing continues, there will be discussion about expulsion.

## **SCHOOL AGE PROCEDURES**

- ~ If a child does not arrive on time from school, the school will be contacted about the whereabouts of the child and the caretaker's contacted there after and a search will be conducted by a center staff member and/or local authorities called.
- ~ School age children will be allowed to use the restroom alone, or in a group of no more than six children without adult supervision.
- ~ Written permission is required for school age children to leave the center for specific activities and/or to participate in other activities within the building.

## **TRANSPORTATION POLICY**

In case of an emergency, if transportation is needed, the center will call an ambulance for transportation. The center will not transport children in an emergency.

The center will transport children for field trips. Children attending these field trips must have a signed permission slip by caretaker on file before the trip. Any child who doesn't have a signed permission slip will not be allowed to attend the field trip. This child will have to stay at the center with the next closest age group. When the center needs transportation for a field trip, vans will be used. All drivers will be staff members with a driver license on file at the center. For those children who are attending elementary school, transportation to and from school will be provided by a center staff member.

When children are loading into each van for a field trip, they will be listed with that staff member and counted. When each child exits the vans they will be counted again. As they reach their destination the children will be grouped according to their lists with staff members and counted periodically while on this trip. The children will be counted in the van before leaving to go back to the center and then counted again upon leaving the van and going back into the center. One last count will be done once all the children are back in the classroom and all children checked off field trip lists.

## **ANNUAL AUTO CHECK UP POLICY**

All vehicles owned by Little Flower Learning Center will be checked by a licensed auto mechanic annually. All regular maintenance will be performed by maintenance supervisor.

## **FIELD TRIP POLICY**

We, Little Flower Learning Center, believe that field trips are a very important part of a child's learning experience. We encourage our Preschool teachers to plan and coordinate a field trip at least a few times per year. A field trip form will be sent home for permission from the caretaker of the child. Included on these forms will be information about the place, date, time of departure and arrival, method of transportation, and items needed for trip. If a child does not bring a signed permission form back to the center to be kept on file the child will not be permitted to attend the field trip and the child will be placed in the classroom with the closest age group while the class is gone.

Children on field trips will be required to wear name tags, carry water bottles, and have a signed medical consent form on file with staff member on the trip. Those children under five years of age will be required to have a child safety seat provided by the caretaker.

## **SWIMMING POLICY**

The center may choose to take some children swimming. Only preschool and school age classes will be permitted to go on these particular field trips that involve swimming unless a caretaker is in attendance. There will always be a certified lifeguard in attendance while the children are swimming. All staff members will call for a "Buddy Check" every fifteen minutes while in the water.

All children must have a water play or swimming permission form on file at the center. Water tables will be used for younger children to play at the center and older children may go on field trips to swim.

## **GENERAL EMERGENCY POLICY**

In the case of a general emergency, such as no water, heat, electricity, natural disasters, or threats of violence, all caretakers will be contacted immediately and asked to come to the center to pick up their child. The center expects caretakers to arrive for pick up within one hour after contact has been made. The safety and welfare of the children is the most important factor in this kind of a situation. Before caretakers are contacted appropriate safety measures will be taken to secure the safety of all people in the center. Emergency personnel from Celina will be called to help if needed. If the building has to be evacuated and it is unsafe for the children to re-enter the building, they will be taken to Celina First Church of God at 850 Fairground Rd. until caretaker's can pick their child up.

## **FIRE DRILL POLICY**

~ The center will conduct monthly fire drills at varying times and days. Documentation of these drills will be posted. Infants will be evacuated in cribs with wheels.

## **INCIDENT, INJURY, OR ILLNESS POLICY**

If a situation occurs while a child is in Little Flower's care, the appropriate emergency medical treatment, professional treatment, and emergency transportation will be sought after from outside sources if necessary. If such a situation should occur, an Incident, Injury, or Illness form will be filled out by the center and given to the caretaker within 24 hours of the issue documented. A report will be filled out and given to caretaker in the following situations:

- ~ Illness which requires first aid treatment
- ~ Accident which requires first aid treatment
- ~ Injury which requires first aid treatment
- ~ Bump or blow to the head
- ~ Emergency transporting
- ~ Unusual or unexpected event which jeopardizes the safety of children or staff

## **FIRST AIDE KITS**

There will be a First Aide kit in all classrooms. The office will have replacements for the kits or will purchase replacements as needed. There will be a thermometer in the office to be used by staff members for children and staff. First Aide kits will be kept with staff members on all field trips.

## **ILLNESS DISCHARGE FROM CARE POLICY**

A caretaker will be called and expected to pick up child or arrange for someone to pick up child from the center of the child:

- ~ Has a temperature of 100 degrees Fahrenheit in combination with any other sign or symptom of illness
- ~ Diarrhea 3+ times within 24 hours.
- ~ Severe coughing, with whooping sounds and/or causing child to become red or blue in the face
- ~ Difficulty breathing
- ~ Yellow colored eyes or skin
- ~ Redness, discharge, burning, or itching eyes
- ~ Rashes or infected skin patches
- ~ Unusually dark urine and/or gray or white stool
- ~ Stiff neck and elevated temperature
- ~ Lice, scabies, or other parasitic infections
- ~ Sore throat
- ~ Vomiting more than one time or when accompanied by any other symptom

Any child sent home from the center due to illness needs to be symptom free for 24 hours. Caretakers should not bring sick children to the center for any reason. In some situations, the center may require a doctor's note for re-admittance.

## **COMMUNICABLE DISEASES POLICY**

A child suspected of a communicable disease will be under the supervision of a staff member at all times, but separated from the other children. They will be placed on a cot and made comfortable. After the child leaves or is finished with the cot, it will be disinfected with a germicide. A school child will be treated the same, except on a mat. All staff will be trained in appropriate hand washing techniques. Staff with communicable diseases will be released. All caretakers will be notified within the next day of center operation when children have been exposed to a communicable disease. A notice will be posted on classroom doors at center. A Communicable disease chart will be posted in the office at all times for staff and caretakers to view.

## **POLICY ON LICE**

Lice are a serious health issue and will require immediate attention. Lice are tiny parasitic insects. Highly contagious, they often spread through classrooms at epidemic proportions. Nits are the eggs of the lice that attach to the strand of hair. They are tiny, white hard bumps like dandruff. The lice themselves are hard to visualize. We have very strict policies on this to protect all children and staff.

If your child/ren develops lice you must take immediate action. The first time a child/ren comes with lice you will need to go the store and purchase a lice shampoo treatment. Kits are also available at a reduced cost at the Health Department. Your child/ren must be symptom free for 24 hours before returning to daycare.

The second time a child/ren comes with lice you will need to repeat the same procedure and will need to wait another 24 hour period before they can return to daycare.

The third time a child/ren comes with lice there will be a one week suspension before returning to daycare or a doctor's note stating that the child/ren are lice free.

## **MEDICATION POLICY**

Food supplements and modified diets will be given at the request of a physician. Topical products and lotions will be used with a caretaker's written permission and labeled bottle brought in to the teacher. These will be stored on a high shelf in the classroom.

All medication will be kept in the office with a note from a physician for prescriptions or a note from caretaker for over the counter medications. An office staff member will administer the medication to the child and document it on the medical form kept in the office. A signature will be required. All medication will be stored in a lock box in office or refrigerator.

Before handling any medication or food for any child hands will be washed and gloves worn.

When children are on field trips away from center all inhalers and emergency medications will be carried with staff member. At no time will a child of any age carry medication on them personally.

## **UNIVERSAL PRECAUTIONS POLICY**

Staff members will be required and will be provided with gloves to wear when handling food, medication, anything with bodily fluid, this includes, but is not limited to, blood, urine, fecal matter, etc.

## **HANDWASHING PROCEDURE**

All employees shall wash hands and under fingernails with soap and running water; upon arrival at the center, after each diaper change, after assisting a child with toileting, before preparing or eating food, before feeding any child, and before and after handling medicine and completing a medical procedure. Disposable towels or air dryers shall be available at each hand washing facility at all times. Hand washing sinks shall not be used to make bottles for infants at any time.



## FOOD INFORMATION

~ Little Flower Learning Center will provide a morning and an afternoon snack. We will serve any breakfast or lunches provided by caretakers. All meals provided by caretakers must follow the nutritional guidelines provided by Ohio Job and Family Services. If a meal provided by a caretaker does not meet these requirements, the center will provide the necessary foods to make it so and charge it to the caretaker's account. Sack lunches will be kept in the church refrigerator. The center will be serving some lunches from an outside caterer. Children whose caretaker chooses should eat these provided lunches, will be charged as such. The center will provide a weekly menu of lunches served for caretakers to choose from.

~ Infant formula should be provided by caretaker. If forgotten or an insufficient amount is provided for the day, the center will provide a new container to the infant and a fee will be charged to the caretaker's account.

~ Baby food will be provided by the caretaker. If forgotten or an insufficient amount is provided for the day, the center will provide the necessary food needed for the day and a fee will be charged to the caretaker's account.

~ Snacks provided by the center and included in weekly tuition will contain one serving of milk or 100% fruit juice and a serving of bread or grains, such as: crackers, toast, rice cakes, pretzels, animal crackers, cheese crackers, cereal, etc. A snack menu is available upon request.

~ Little Flower Learning Center encourages caretakers to provide breakfast for their child at home before coming to the center, but if breakfast is sent with the child to the center, and it meets the nutritional standards provided, it will be served to the child 8:00 a.m. The center will supply milk at this time. The center may choose to serve breakfast, on planned occasions, to all children attending at a given time. Breakfast will include: A serving of milk, fruit, and a bread or grains.

~ For children over two years of age, the center will provide 2% milk that is vitamin D fortified.

~ For children over one year old, but under two years of age, the center will provide vitamin D fortified whole milk.

~ For children under one year of age, formula or breast milk will be given.

A written permission will need to be on file, at the center, from a physician, if the child is to be given something other than the above requirements.

~ Milk will always be provided by the center for lunches.

~ Written nutritional informational will be provided to all staff and caretakers. A copy of this information will be kept on file at the center.

## **LIST OF SUPPLEMENTAL LUNCH FOODS ON HAND AT CENTER**

- ~ Protein: Peanut Butter, Sliced Ham
- ~ Breads /Grains: Bread, Crackers, Oatmeal
- ~ Fruits: Fruit Cocktail Cups, Mandarin Orange Cups
- ~ Vegetables: Peas, Carrots, Corn
- ~ Dairy: Milk

All lunches and bottles will be kept in the two large refrigerators in the kitchen, or the small refrigerators in Infant 1 and Infant 2 classrooms.

## **DRESS CODE FOR CHILDREN**

Little Flower Learning center would like to see all children in clean, comfortable, play clothes daily. Children will be playing inside and outside; therefore, their clothing may become dirty. Caretakers should keep a spare set of clothing in their child's cubby at the center. Soiled clothing will be sent home daily. If a child becomes uncomfortably dirty or has an accident and does not have spare clothing in their cubby, a center staff member may call the caretaker and request that clothing be brought in for the child.

## **CHILDREN'S MEDICAL FORMS AND FILES**

Children's medical forms and files will need to be updated annually. When the time comes for a child's file to be updated the office staff will send home the appropriate paper work to do so. A caretaker is expected to return this paper work in a timely manner with the appropriate information and signatures. Each document requested needs to be returned within thirty days of request date. After twenty days a staff member will send another written reminder. In a situation where thirty days have lapsed since the initial request, a phone call directly to the caretaker will be made. If a caretaker has not returned appropriate information to update their child's file within forty days of the initial request date, the child's care will be suspended until the information is obtained by the center staff.

## **EMPLOYEE FILE MUST INCLUDE:**

- ~ Medical Statement
- ~ Medical Form (including TB test results, Immunizations, and a statement from physician that the employee is physically and mentally fit for the job)
- ~ Proof of education (at least high school diploma)
- ~ Copy of Driver's License or Birth Certificate
- ~ Copy of Social Security card
- ~ Three written references
- ~ Background check or statement of non conviction
- ~ Fingerprints (if lived out of state in past 5 years)
- ~ First Aid card (if applicable)
- ~ CPR card (if applicable)

## **EMPLOYEE ATTENDANCE POLICY**

Little Flower Learning center would like to have consistent teachers in each classroom. As a center, we feel this is very important to the growth of the children. Therefore; Little Flower encourages on time attendance and discourages absence when at all possible. All full time teachers are allowed five scheduled absences per year and five unplanned or sick days. Teachers are encouraged to call as soon as possible to let the administrator know he/she will be absent due to illness. No call, no show will result in an automatic dismissal. After three written warnings an employee will be suspended without pay for one week and any written warnings there after will result in the employee being let go. Tardiness is also unacceptable. After an employee's fifth tardy a written warning will be given.

## **EMPLOYEE WARNING POLICY**

An employee will be given a written warning after their fifth day out of dress code, for any disorderly conduct, unwilling or negative attitude, or any other reason the administrator feels is necessary after a verbal warning. Every employee will be subject to a 90 day probationary period from the date of hire. This probationary period allows Little Flower the chance to get to know the employee and better decide if they will be a good addition to the staff here at Little Flower Learning Center.

## **DRESS CODE FOR STAFF MEMBERS**

All staff members must be modestly dressed at all times while working. Little Flower shirts must be worn at the center and at all center related activities unless the administrator states otherwise. Monday-Thursday Little Flower shirts must be worn with Khaki, brown, blue, black, red, or any plain colored dress pant. On Fridays, a Little Flower shirt must be worn , but denim pants can be worn on Fridays as long as they are clean and free of holes. During summer months, teachers may wear shorts that are no shorter than six inches above the knee. No denim should be worn unless it is a Friday or special permission has been given. Little Flower would like all employees to come to work in a clean and orderly manner as staff members are to be a good example to all children. Hats and sunglasses may only be worn outside. No dresses or skirts may be worn during the work day in the classroom.

## **BREAK TIME POLICY**

All teachers are expected to take a break during an eight hour day. Most breaks will be taken during children's daily Quiet Time. Little Flower Learning Center would like to disrupt the child's daily activities with their usual teacher the least amount possible. When a teacher needs additional breaks the administrator will accommodate such situations. No staff member will be permitted to smoke on the premises or when any children are around. Smoking by staff members is highly discouraged by Little Flower Learning Center. Drinking alcoholic beverages are prohibited on the Little Flower premises or in any vehicle in coordination with the Little Flower program and activities.

## **STAFF MEMBER TRAINING POLICY**

All staff will be required to complete 15 in-service hours annually. First Aide, CPR, Child Abuse Prevention, and Management Communicable Diseases are just a few examples of the in-service classes. All classes must be approved by the administrator before they are to be counted as sufficient for the center and state qualifications of in-service hours. This must be completed for the first three consecutive years while working for Little Flower. All full time staff members will be required to take First Aide and CPR upon being hired. Little Flower may or may not choose to pay for some or all of these trainings. If Little Flower pays for an in-service such as First Aide or CPR the certification cards will be property of Little Flower and will not be taken by staff member at time of resignation. If a staff member does not obtain 15 in-service hours by the end of any year, the staff member will be suspended until such certifications and in-service hours are obtained. If a teacher chooses to leave or is fired within six months after Little Flower has paid for their trainings, the staff member will be expected to reimburse Little Flower for the trainings.

## **TEACHER'S CHILDREN POLICY**

Little Flower does not have a policy stating that a teacher cannot work in a classroom with their own child; however if the administrator has a concern, at anytime, she may choose to place that teacher in a different classroom.

Little Flower offers a 50% discount to the 1<sup>st</sup> born child, 25% discount to the 2<sup>nd</sup> born child of all teachers and staff members while they are working full time for Little Flower.

This policy does not apply to investors; however, a discount for investor's children may be negotiated and decided upon between members or with the administrator.

## **SMOKING POLICY**

There will be no smoking on the premises at any time by employees or caretakers.

## **ADMINISTRATOR JOB DESCRIPTION POLICY**

- ~ The administrator shall be on site a minimum of one half of the hours that the child care center is in operation during the week, or a minimum of forty hours per week, whichever is less.
- ~ The administrator must have enough time to complete administrative duties.
- ~ The administrator must complete the rules review course within six months of the date of their appointment.

## **ADMINISTRATOR DESIGNEE POLICY**

When the administrator, Aimee C. Fleurette, is absent the administrator designee will be in charge of the Little Flower Learning Center staff and children. She will be able to access computer files and child/staff files for authorized personnel. She will over see the daily activities of each classroom. She will perform classroom inspections, calls to caretakers, fire drills, and make staff and child daily dismissal and admission decisions.

## **EMPLOYEE JOB DESCRIPTIONS**

### **SEEDling Teachers Must:**

- ~ Complete a daily paper for every child.
- ~ Change all infant's diaper's every two hours or more frequently as needed.
- ~ Feed each infant according to the posted feeding schedules.
- ~ Entertain all infants.
- ~ Read one story to all infants together or individually daily.
- ~ Practice sign language daily with every infant.
- ~ Practice fine motor skills with every infant.
- ~ Provide a music and movement activity daily for each infant.
- ~ Keep infants clean and cared for everyday.
- ~ Give one on one attention to every infant in classroom.
- ~ Clean up classroom according to closing duties.
- ~ Sanitize cribs weekly on Fridays.
- ~ Provide outside and gymnasium time when able to.
- ~ Clean toys when child puts them in their mouth.
- ~ Supervise class all day except during breaks.

### **ROOTster Teachers Must:**

- ~ Change diapers every two hours or more frequently as needed.
- ~ Feed infants according to posted feeding schedules and children 18 months + according to daily schedule for classroom.
- ~ Follow daily schedule for gymnasium and outside time.
- ~ Provide fine motor, gross motor, science and math, art and sensory, music and movement, and patch time daily.
- ~ Provide daily paper for each child.
- ~ Provide and supervise quiet time daily.
- ~ Practice and use sign language with all children daily.
- ~ Clean cots and cribs weekly and as needed.
- ~ Provide one on one time with each child daily.
- ~ Clean toys weekly or as needed when children put them in their mouths.
- ~ Clean classroom according to closing duties.
- ~ Supervise class all day except during breaks.
- ~ Provide positive guidance.

**LITTLE SPROUT Teachers Must:**

- ~ Work on potty training with those children who are ready to learn.
- ~ Change diapers every two hours or more frequently as needed.
- ~ Provide one on one time with each child daily.
- ~ Feed children according to classroom daily schedule.
- ~ Provide and supervise quiet time daily.
- ~ Follow daily schedule for gymnasium and outside time.
- ~ Provide science, math, and small manipulative, gross motor, art and sensory, music and movement, and patch time activities daily.
- ~ Provide a daily paper for each child.
- ~ Practice and use sign language with all children daily.
- ~ Clean cots weekly and as needed.
- ~ Clean toys weekly or as needed when children put them in their mouths.
- ~ Clean up classroom according to closing duties.
- ~ Supervise class all day except during breaks.
- ~ Provide daily discipline and positive guidance.

**BUDdy Teacher Must:**

- ~ Feed children according to classroom daily schedule.
- ~ Provide and supervise quiet time daily.
- ~ Follow daily schedule for gymnasium and outside time.
- ~ Provide science, math, and small manipulative, gross motor, art and sensory, music and movement, and patch time activities daily.
- ~ Provide a daily paper for each child.
- ~ Practice and use sign language with all children daily.
- ~ Clean cots weekly and as needed.
- ~ Clean toys weekly or as needed when children put them in their mouths.
- ~ Clean up classroom according to closing duties.
- ~ Supervise class all day except during breaks.
- ~ Provide daily discipline and positive guidance.
- ~ Conduct classroom in a preschool manner.

**Little FLOWER Teachers Must:**

- ~ Feed children according to classroom daily schedule.
- ~ Provide and supervise quiet time daily.
- ~ Follow daily schedule for gymnasium and outside time.
- ~ Provide science, math, and small manipulative, gross motor, art and sensory, music and movement, and patch time activities daily.
- ~ Provide a daily paper for each child.
- ~ Practice and use sign language with all children daily.
- ~ Clean cots weekly and as needed.
- ~ Clean toys weekly or as needed when children put them in their mouths.
- ~ Clean up classroom according to closing duties.
- ~ Supervise class all day except during breaks.
- ~ Provide daily discipline and positive guidance.
- ~ Conduct classroom in a preschool manner.

**BLOSSOMer Teachers Must: (During School Year)**

- ~ Provide gymnasium and outside time according to the daily schedule.
- ~ Feed children according to daily schedule.
- ~ Provide daily discipline and positive guidance.
- ~ encourage and help children with homework.

**BLOSSOMer (During Summer Program)**

- ~ Feed children according to classroom daily schedule.
- ~ Provide and supervise quiet time daily.
- ~ Follow daily schedule for gymnasium and outside time.
- ~ Provide science, math, and small manipulative, gross motor, art and sensory, music and movement, and patch time activities daily.
- ~ Provide a daily paper for each child.
- ~ Practice and use sign language with all children daily.
- ~ Clean cots weekly and as needed.
- ~ Clean toys weekly or as needed when children put them in their mouths.
- ~ Clean up classroom according to closing duties.
- ~ Supervise class all day except during breaks.
- ~ Provide daily discipline and positive guidance.
- ~ Provide and supervise a daily field trip according to the theme for the week.
- ~ Provide challenging activities daily.

**Floater Teachers Must:**

- ~ Supervise classrooms during breaks.
- ~ Sub in classes as needed.
- ~ Answer phone calls.
- ~ Run errands.
- ~ Make copies.
- ~ Sort files.
- ~ Schedule chapel.
- ~ Order and pick up library books.
- ~ Pick up weekly movie.
- ~ Pass out snack and lunches.
- ~ Make lead calls.
- ~ Check ratios hourly.
- ~ Help with diaper changes.
- ~ Be administrator designee when regular administrator designee is absent.
- ~ Prepare bottles.

**All Teachers Must:**

- ~ Rearrange classrooms as needed.
- ~ Participate in monthly fire drills.
- ~ Prepare or schedule chapel semi-annually and when the administrator asks a teacher to.
- ~ Do all opening and closing duties for classrooms.
- ~ Pray with children before meals.
- ~ Follow daily classroom schedules.

**INSPECTION POLICY**

All closing teachers must have their classroom closing duties all completed before leaving the building. These duties should be started at least thirty minutes before the closing teacher's shift is scheduled to be over. Before departure from the building, the teacher must check with the administrator or administrator designee for inspection of classroom closing. If need be the center may choose to supply each closing teacher with a closing duty check list to be initialed by the closing teacher upon finishing duties.

**CLEANING SOLUTION POLICY**

We will be using 1 teaspoon bleach to 1 quart water which will be made daily to clean toys and tables. We will be using 1 tablespoon bleach to 1 quart water which will be made daily to clean bathroom or changing stations. Another cleaning solution that we may choose to use is Odoban. The solution is 5/8 solution to 1 gallon water.

**CLEANING CHEMICALS**

All cleaning chemicals are stored in a locked closet away from any child/ren. Disinfecting spray for changing tables will be kept up high near changing tables.

**LAUNDRY POLICY**

Little Flower Learning Center will be sending home blankets, sheets, etc. every Friday for the caretakers to launder and bring back on Mondays or when your child/ren return to the center. All soiled articles will be sent home daily.



## **LICENSE AND PHONE ROSTER POLICY**

Little Flower Learning Center is a facility legally licensed by Ohio Department of Job and family Services. The center's license is posted on the wall in the Administrator's office. The toll free number to report violations is posted with the license. A staff member or caretaker is encouraged to ask questions and research answers in the law and rule books that are available in the office at the center. All inspection reports and complaint investigation reports will be posted in the office for review.

~ All caretakers will be offered the chance to put their names and numbers into the annual roster. These will be distributed from the office when completed.

~ Little Flower Learning Center will report any suspicion of abuse or neglect if a child shows symptoms of such or has told a staff member such information that should lead them to believe so. Several employees will be trained in Child abuse Prevention, in addition to the administrator and administrator designee.

~ Little Flower Learning center will keep on file, for Ohio Department of Job and Family Services to review, compliance reports, complaint investigation reports, and evaluations from building and fire inspections.

~ Little Flower Learning Center will not discriminate in the enrollment of a child upon the basis of race, color, religion, sex, national origin, or disability.

~ The center acknowledges the ADA act of 1990.

## **PROCEDURES FOR RESPONSES TO COMPLAINTS**

~ All complaints should be turned into the administrator.

~ The administrator will check into the situation and discuss, with those involved, a plan of correction for the problem.

~ If a conference with teacher or caretaker is needed, one will be scheduled.

~ The administrator will follow up on issue with those involved as needed.

## **TERMINATION POLICY**

The Little Flower reserves the right to terminate this contract at any time for sufficient reason including, but not limited to: late payment, consistent misbehavior or unruliness, caretaker not abiding by the policies stated in this document, or unforeseen problems which may occur with the caretaker or child.

Caretakers may terminate their contract by providing Little Flower written notice of such termination a minimum of two weeks before the effective date of said termination.

Caretakers not providing the minimum two weeks notification shall be liable to pay termination charges in the amount equal to the difference between the amount paid after the notice of termination is given and two weeks.

### **LEVEL 3 POLICY**

~Little Flower Learning Center will always be closed when there is a Level 3 State of Emergency Issued for bad weather.

### **CARETAKER PARTICIPATION POLICY**

~ All caretakers will be encouraged to participate as much as possible in their child's daily care with Little Flower Learning center. Semi-annually a conference opportunity will be scheduled. At this time, caretakers may sign up for a conference with their child's teacher. Caretakers are not required but are encouraged to take this opportunity to discuss with the teacher the growth and happiness of their child.

~ A daily paper will be sent home with every child to inform caretakers of the activities of their child's day. If a teacher or caretaker should feel it necessary an additional conference may be scheduled at anytime. Call the office or contact the teacher to schedule such a conference. The administrator reserves the right to attend any or all conferences.

~ Caretakers are invited to attend any and all field trips for their child's class. The center staff discourages caretakers from taking other age children along on these trips on order to keep the focus on the age group planning and attending the trip.

~ Caretakers are invited to attend their child's daily class whenever they choose to do so. No other child may accompany a caretaker during these visitations due to center and state ratio policies. Notify administrator upon entering premises to visit a classroom.

~ Caretakers are encouraged to attend any all plays, parties, and programs that their child may be participating in for Little Flower Learning center. For these occasions some caretakers may be asked to bring a treat. The center encourages only store bought treats. Please do not bring homemade treats for these occasions.

### **ADDITIONAL PARENT RESPONSIBILITIES**

Caretaker agrees to provide a clean change of clothing and any other requested item daily in a properly labeled bag.

Caretakers are responsible for reporting any and all changes in the information on file for their children.

Parents are required to provide all signed paper for file within 30 days of admittance to Little Flower. Most forms are due back before first day of care

Toys brought from home are the responsibility of the child, not the teacher. Should they become lost or broken, caretaker understands that Little Flower staff will not be held responsible for replacement of said toy or article.