



**The University of Toledo
Early Learning Center**



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The University of Toledo

Early Learning Center

Family Handbook

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1. Introduction

1.1 Welcome

Welcome to the UToledo Early Learning Center. We are very happy to welcome you in as a new member of our family! This document serves as a guide to you during your family's time spent here with us. You will find information regarding key policies, procedures and more.

1.2 Mission

The Early Learning Center is an early education center serving infants through preschool and school-aged children during the summer months. The mission of the Early Learning Center is to provide quality, affordable childcare for the children of students, faculty, and staff of The University of Toledo, as well as the Toledo community. Our richly diverse university program is devoted to enhancing the lives of young children through a developmentally appropriate curriculum; we strive to serve as a role model and an advocate for quality childcare throughout the community.

1.3 Philosophy

Our philosophy includes the following:

- Each child is a unique individual with special gifts and talents.
- The needs of the whole child must be considered and nurtured when planning any activity or environment for young children.
- Parents are the primary educators of their children, and we serve to support the family while fostering cultural diversity and utilizing an eclectic approach to education that allows for optimal growth and development.
- Children must be nurtured and respected as they work through play.
- We acknowledge that growth during the early years is uneven and that each child learns at his/her own pace. As such, developmentally appropriate curriculum is planned to meet individual needs.
- Young children's developmental tasks are to build trust, learn social skills, develop positive self-esteem, and begin mastery of academic skills.

1.4 Licensing

The Early Learning Center is licensed by the Ohio Department of Job and Family Services (ODJFS). We receive our license annually; you can find it posted in the main office. The center's licensing record, compliance forms and evaluation forms are available upon request from ODJFS. The most recent licensing visit reports are available in the main office. At any time, if you have questions regarding these reports, please ask.

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). The center's licensing record includes licensing inspection reports, complaint investigation reports and evaluation forms from building and fire departments. You may view licensing records upon written request to ODJFS.

Our program is licensed to serve a total of 190 children: Of this, 86 children may be less than 2 ½ years of age.

- The toll-free telephone number (1-877-302-2347 option 4) may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare 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, ORC, 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, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the office of his/her presence.
- Administrator hours are posted outside the office.
- The licensing record, including compliance report forms, complaint investigation reports and evaluation forms from the building and fire departments, are available for review upon request from the Ohio Department of Job and Family Services.
- It is unlawful for the facility 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.

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>.

1.5 Hours and Days of Operation

Our hours of operation are 6:30 am – 6:00 pm, Monday – Friday.

1.6 Accreditations

Step up to Quality: The Early Learning Center is proud to be recognized as a five-star program by Ohio Step up to Quality. Step up to Quality is a rating and improvement system that recognizes and promotes child care programs that exceed minimum health and safety licensing regulations. To learn more visit <http://education.ohio.gov/Topics/Early-Learning/Step-Up-To-Quality-SUTQ>.

1.7 Closure Dates

The center is closed on the following holidays: New Year’s Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving and the day after, Christmas and the day before. *Please note – dates are subject to change depending on when a holiday (observed) falls. The Early Learning Center will communicate specific closure dates to families.*

2. Enrollment

2.1 Admission

The Early Learning Center enrolls infants through preschool aged children year-round and children five – 10 years old during the months for Camp Rockets. The Early Learning Center does not discriminate based on the basis of race, religion, color, creed or national origin.

2.2 Admission Procedures

Before a child can be enrolled, families must participate in a center tour to determine their child’s eligibility. During this time, families will be able to see the entire center; including visiting the classrooms, gym and play areas. We highly encourage families to come with any questions they may have – our experienced team is happy to provide answers!

Admission Procedures to Complete:

- Child enrollment form, child information form, payment agreement form, permission forms, pick-up release form and current immunization record and health assessment with physician’s signature

A complete physical examination by a licensed physician is required to enroll your child. All children attending the center must have the appropriate immunizations required by the State Department of Health.

2.3 Registration Fees

A \$50.00 non-refundable fee per child will be applied at time of registration. This fee covers administrative costs for providing an individualized tour and orientation for the family, processing the application, creating a new enrollment file, and configuring billing/payments.

2.4 Tuition

Tuition can be paid through the Brightwheel mobile app or online at mybrightwheel.com. Brightwheel offers secure, automated online payments. **Tuition is based on enrollment, not attendance, therefore no credit is provided for absences due to illness, center closure or other times a child is not in attendance.** A 30-day written notice of any tuition change will be given to parents prior to its implementation. **below rates effective 1/1/2024**

Infant (Birth – 18 Months)	\$295 / Week	Full Time
	\$110 / Day	Part Time
Toddler (18 Months – 3 y/o)	\$265 / Week	Full Time
	\$90 / Day	Part Time
	\$65 / Half Day	Part Time (AM)
Preschool (3 – 5 y/o)	\$235 / Week	Full Time
	\$80 / Day	Part Time
	\$50 / Half Day	Part Time (AM)
School Age (5 – 10 y/o)	\$210 / Week	Full Time
	\$70 / Day	Part Time

Late Payment Penalty

As tuition is due on Monday for the current week, if payment is not received by 12:00pm on Friday, families will be charged a late fee of \$10.00.

Delinquent Accounts

Once an account is (3) weeks in arrears, child care services will be terminated and your child’s spot will be given to the next child on our waiting list. Unpaid accounts will be turned over to UToledo’s treasury department for collection. Families will be notified prior to this process.

2.5 Subsidy

The center accepts the Lucas County Job and Family Services (LCJFS) funding. If your family qualifies for subsidized child care, the Early Learning Center must receive a written authorized case plan from JFS before a child can attend. For more information, please visit <http://co.lucas.oh.us/DocumentCenter/View/1136/application-for-child-care-benefits>.

2.6 Restraining Orders / Custody Agreements

In the case of a custody dispute, each parent will be granted access to the child/children, except when a copy of a court order is provided. Such information will be included in the child's file. It is the responsibility of the parent(s) to provide a copy of the court order.

2.7 Child Pick-Up/Drop Off

Arrival

For the safety of your children, the center requires that you accompany your child into the building and escort him/her directly to the care of their teacher. Please make sure to say goodbye and let your child know that you will be back. Teachers will do everything they can to provide support during these transitions.

Departure

Upon departure, your child will only be released to authorized individuals listed on the pick-up list. We require a government photo ID for all individuals we do not recognize. Acceptable forms of ID include driver's license, non-driver's license, passport, U.S. military ID and permanent resident card. Our policy is in place to protect your child. No exceptions will be made.

Late Pick-Up Fee

Parents who arrive after 6:00 pm will be assessed a late fee as follows:

- < 5 minutes = \$1.00 per minute per child
- 5-10 minutes = \$12.00 per child
- 11-20 minutes = \$25.00 per child
- 21-30 minutes = \$35.00 per child
- 31 minutes or longer = \$2.00 per minute per child

Our late pick-up policy is strictly enforced; excessive lateness may result in removal of your child(ren) from the UToledo Early Learning Center.

2.8 Termination of Services

Children are accepted into the center on a 30-day trial basis. We recognize that each child is unique with individual needs for care, comfort, and stimulation. Some children do not adapt to the routines of care in a group setting and require an excessive amount of one-on-one individual attention from teacher; this prevents teachers from attending to the rest of the group. It is in the best interest of the child who is experiencing challenges to find care in a smaller setting, with lower adult to child ratios. The center will notify parents at least three weeks prior to the end of the 30-day period if their child is experiencing difficulties. A plan between the center and parents will be developed to assist the child in successfully completing the 30-day trial period. If every attempt is made to help the child integrate into the center routine and difficulties are still present, the center will ask the parents to make other arrangements.

2.9 Withdrawal Policy

A 14-day written notice is required to withdraw your child from the program.

The Early Learning Center upholds the right to terminate families in cases where policies, procedures or financial obligations are not being met by the child's family.

3. Potential Health Risk Policy

The Early Learning Center uses the following guidelines to protect children from contagious illness. We realize this can sometimes be an inconvenience for families, but we trust that you will understand the necessity for such a policy. If any of the following symptoms occur while your child is in attendance, you will be notified, and your child must be picked up from the center as soon as possible. Ill children will be made comfortable and supervised by a familiar person away from the group. Children must be excluded from care for 24 hours without use of fever reducing medication if any of the following are present: diarrhea, vomiting, fever; additional exclusion time may be required per [JFS 08087](#). All communicable disease exposures will be posted on our Parent Boards.

We will use the following guidelines to determine a child's exclusion from the center.

Fever

Temperature of 100F or above taken under the arm.

Diarrhea

If a child has two loose/watery stools in a 24-hour period, even if there are no other signs of illness.

Vomiting

Any vomiting is reason for a child to be kept at or sent home.

Rash

Any illness involving a rash is to be checked by a physician. The child should remain home until all evidence of the illness has passed (exceptions: allergy rashes and mild diaper rash). If your physician notes that the rash is not infectious, the child may return to the center with the physician's written permission on physician's letter head.

Other illness:

A child will be excluded from the center for the following additional symptoms:

- Severe coughing, causing the child to become red or blue in the face or making a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestations
- Sore throat or difficulty swallowing

- Redness of the eye or eyelid, matted eyelashes, thick, purulent discharge, burning, itching eye pain
- An illness that prevents the child from participating comfortably in facility activities
- An illness that results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.

Please notify the center if your child is diagnosed with a communicable disease. It is important for us to be aware of what children may have been exposed to so that we can communicate with other families. Communicable diseases will be posted on our Parent Board in each wing.

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children.

Please make sure you contact the center if your child will be remaining home due to any of the above-mentioned symptoms. If your child becomes ill during the day, we will contact families immediately and care for the child in a separate place until a family member arrives.

In the potential health risk policy, we have tried to take into consideration the following points:

- Children frequently become sick with minor illnesses during the first five years.
- The timing of these illnesses is usually unpredictable and adds additional pressure parents.
- Children do “bounce back” quicker than adults recovering from similar infections.
- The well-being of the whole center must be considered.

4. Programming

4.1 Educators

Our qualified teaching staff is the most essential element in our quality early education program. Teachers must possess a good mix of theory and practice to maintain a nurturing setting while developing a creative educational program. In addition to their education and training, teachers combine on-the-job experience with a genuine passion. Our team includes full-time teachers who have two or four-year degrees in early childhood education, and practical experience ranging from student teaching to years of experience in the early education field. The team also includes part-time staff members who have similar educational background.

4.2 Environment & Play Space

- Environment acts as a third teacher to the children
- It is safe, educational and inviting for all children
- Age-appropriate materials are provided to promote growth through learning & discovery.

4.3 Programs

The Early Learning Center offers programs for various ages and a variety of needs.

Infants – Five years old

Our team's passion for **fueling tomorrows** is what makes The UToledo Early Learning Center one of the region's top early childhood education programs. Our richly diverse curriculum is designed to empower children to reach their full potential by encouraging creativity, compassion, and confidence. We blend developmentally appropriate education, customized for each child's individual needs.

CHILDREN ARE EXPOSED TO:

- Stimulating, engaging environments
- Immersive learning experiences
- Cooperation & communication skills
- Hands-on learning
- Literacy and number concepts
- Problem-solving
- Using language to learn
- Social and collaborative skills

YOUR CHILD WILL BENEFIT FROM:

- Safe & secure environment
- Nutritious hot meals
- Engaging curriculum
- Innovative leadership
- Exciting play zones

Camp Rockets *Summer Program (5-10 years old)*

Camp Rockets makes summer exciting, educational, and tons of fun. This program is designed to help children learn while soaking up all the fun adventures that come along with summer break. New adventurers and old friends power up imaginations with fun experiences and exciting activities like visiting the Toledo Zoo, Imagination Station, touring a fire station, trying out Zumba, putting on a talent show and so much more!

4.4 Curriculum

Our curriculum is based on the nationally recognized Creative Curriculum. Skills and concepts are introduced to children through the use of learning centers. These centers encourage children to expand on knowledge they possess. Parent input is also an important part of our lesson planning process. We encourage families to regularly share information, as children are most successful when teachers and parents form strong partnerships. We follow the guidelines for developmentally appropriate practices as described by NAEYC. We believe in a "play based" learning environment. Strong emphasis is placed on learning through play with the teacher as the facilitator, role model and listener, rather than "teacher" in the traditional sense. Our team constantly looks for the "teachable moment" when the child is developmentally ready to absorb and learn a particular concept. Children learn best when they are actively involved in the learning process.

4.5 Diversity

We respect, celebrate, and embrace diversity within our community. We strive to create a strong sense of community and acceptance through developmentally appropriate discussions, activities, materials, and books. We understand the importance of exposure to and representation of differences at an early age which is in our approach to our curriculum and child guidance.

The Early Learning Center is committed to caring for children from diverse backgrounds and for those with differing abilities. Enrollment is accepted on a first come basis. The center does not discriminate in enrollment on the basis of race, color, religion, sex, national origin or differing abilities.

4.6 Transitions

Transitions will be made dependent on the child's readiness in all areas of development (physical, social, motor, language, self-help, and age). Transitions will be made gradually and according to the needs of the child, taking advantage of all opportunities to ease children from one environment to another. A written agreement between teachers and parents will specify dates and times of transitional periods. Parents will be given a welcome packet to the new classroom which provides valuable information regarding activities and routines. Parents are also encouraged to visit the new classroom prior to the transition. Teachers will be required to keep current attendance records during visits. Adult/child ratios will be maintained at all times during visits.

4.7 Clothing and Bedding Supplies

We ask that parents provide blankets and extra clothes for daycare.

Parents are required to supply:

- Diapers
- Wipes
- A blanket
- Training pants/underwear
- Labeled change of clothing
- Appropriate indoor/outdoor footwear

Your child must be suitably clothed for the time of year, upon arrival at the Center. All clothing must be labeled with your child's name.

5. Communication with Parents & Families

We value our parents as partners in the care and education of their child. Parent communication is the key to an effective partnership. The Early Learning Center encourages open and shared communication between parents and teachers. The center offers a variety of opportunities for you to become familiar or involved as you choose. Parent's involvement in their child's education is encouraged at the Early Learning Center in both formal and informal ways. It is important for parents to know what is happening in their child's classroom as well as at the center. Please make every effort to stay informed: you are your child's advocate and their most important teacher.

Daily Communication

Information concerning your child's day in the program is available to all families. Please communicate with your child's classroom teacher if you'd like updates shared throughout the day.

Parent Mailbox

Each family is given a mailbox outside of their child's classroom. Important information for families is placed in the box. Please check daily so you are aware of happenings in the classroom.

Parent Board

Each classroom has a parent information board where upcoming events are advertised. Weekly lesson plans, teacher hours, snack menus, field trips permission slips and other topics of interest are here. Please check the board on a regular basis. Parents can also check the parent board near the entrance of each wing for communicable diseases in the center, special family events, and community postings.

Conferences

Conferences are held annually, giving families and teachers an opportunity to share hopes or concerns about their child. It is an ideal setting for you to ask questions or share valuable information. Teachers are available to meet more frequently if the need arises.

Family Participation

Families are welcome to visit the center at any time. Input from families is appreciated as teachers develop specific lesson plans that incorporate the interests, talents and skills of the children and families within their classroom. We encourage you to share anything that might help us get to know your child better and provide an appropriate learning environment. We have an open-door policy that makes every effort to support your family's needs at the center.

Parent Advisory Group (PAG)

PAG is a group of interested families who meet on a quarterly basis to give input into the operation of the center. They plan and organize fund-raisers, assist in planning parent educational activities, teacher recognition and family evenings.

Special Events

Each class typically plans special events for their classroom. Some examples include a harvest luncheon, Mother's Day lunch, open house, Grandparents Day, field trips, holiday celebrations, and more. Watch the monthly activity calendar, outside each classroom door, to learn more about upcoming special events.

Resource Library

Our library for parents includes a variety of articles that may interest parents. In addition to these articles, we have many books on parenting, working with siblings, stages of development, health and safety, activities to do at home with your child and more.

Fundraisers

From time to time, the center will sponsor fundraisers to provide additional funds for equipment, teacher training and other supplies. Parents are encouraged to assist if possible.

Assessments

Our teachers observe and assess children's play on a regular basis. This is an essential tool in planning curriculum, arranging classroom environment, selecting activities, and evaluating each child's

progress. Through the assessment process teachers obtain useful information on the child's needs, interests, and skills. Assessments are done by observing, documenting, and reviewing the child's work overtime. Tools used to gather information may include individual child profiles, anecdotal notes, developmental checklists, and work samples. This information is shared with families regularly.

Child Portfolios

An individual portfolio is created for each child upon enrollment. The purpose of each portfolio is to collect and document information about the child's development. Portfolios contain a collection of photos, work samples, anecdotal notes, and progress reports. Portfolios will be maintained by the teachers and will move with the child to each classroom.

Specialized Consultants

Specialized consultants are available through local agencies and school districts. Staff is available to assist with arranging consultants when the need arises. Assessments, meetings with consultants and therapies are welcome to occur at the center; written permission from the parent is required. We understand this can be difficult for families to recognize and will work with them in a sensitive, supportive, and confidential manner. Teachers, families, and consultants will work collaboratively to develop a plan for each child when needed.

Confidentiality

Your child's records and other personal information will be kept confidential and will only be accessible to you, center personnel, teaching staff, state licensing representative and NAEYC assessor. We will obtain written permission to disclose information to other outside agencies.

Translator

Requests for a translator can be made through the UToledo Office of Accessibility.

Conflict Resolution

At times families and teachers may have differing opinions. When you have a concern, please follow the steps below:

- Talk with the teacher directly and address concerns that need to be brought to our attention.
- Allow the teacher to correct minor issues.
- We are open to suggestions, but we may be unable to honor some requests due to regulatory/licensing restrictions.
- A Parent/Teacher meeting can be requested at any time of the year.
- If a family feels their concerns have not been resolved, they are encouraged to speak to center administration.

6. Health & Safety

6.1 Emergency/Disaster Plan

In the event of a building emergency (bomb threat, utility disaster, workplace violence or hostage situation) the center will follow procedures contained in the Emergency Operations Plan. Emergency Operations Plan is located in the main office for your review.

6.2 Fire Drills

In the event of a fire, the children will be evacuated through the nearest exit and moved to the safest point away from the building. Exits in the building are clearly marked and fire drills are practiced on a monthly basis. Smoke detectors and fire extinguishers have been placed throughout the building and are inspected monthly.

6.3 Administering Medications

We will administer prescription and over the counter medications, provided it is not the first dose and the parent completes a request for administration of medication form. Medication must be given to the teacher in its originally marked container. The container must show the child's first and last name, dosage, strength, expiration date, name of licensed health care provider, and administration directions. The center will keep a record of all medication administered. We will not administer any fever reducing medications. School-age children will be allowed to possess inhalers and self-medication as long as all teachers have been notified. Teacher will be trained in the five rights of administering medication.

6.4 Tornado Drills

During a tornado warning, we will move the children to the interior of the building, away from windows and doors. We will remain there until the warning has been lifted. Tornado drills are practiced monthly during the months of April, May, June, July, August, September & October.

6.5 Injuries

Families will be contacted immediately if their child is hurt and requires special medical treatment. If we are unable to reach you, we will contact the next person listed on the emergency authorization form. The staff that witnesses the accident/injury will complete a written report of the injury. Incident reports will be completed for the following:

- Illness which requires first aid treatment
- Accident which requires first aid treatment
- Injury which requires first aid treatment
- Emergency transporting
- Unusual or unexpected event which jeopardizes the safety of children or staff.

While we wait for a parent to arrive, any appropriate first aid will be performed. If time is an important factor, we will contact campus police and call 911. A staff member will accompany your child to the nearest hospital if warranted.

6.6 Safety

The center has established the following precautions to help ensure your child's safety:

- No child will be left alone or unsupervised. Toddlers are supervised by sight and sound at all times. Preschool age children are supervised by sight and/or sound. Preschool children occasionally play in spaces not easily visibly supervised but are checked on frequently. School-age children may choose tasks which involve being out of sight and sound for brief periods. This occurs while within the childcare center and is checked on frequently.
- Spray aerosols are not permitted for use at the center any time children are present.
- Fire, emergency, and weather alert plans are posted in each classroom.

- Teachers have immediate access to a phone in the event of an emergency.
- Ongoing training for the staff in the area of children’s health care, child abuse and first aid.
- Each child is required to have on file a written authorization form signed by a parent/guardian before the child will be able to participate in any swimming activities.

6.7 Nutrition & Manner of Feeding

We serve nutritious morning and afternoon snacks. We will follow the Adult/Child Care Food Program recommendations for snack preparation, selecting at least two of the following components:

- ½ cup whole milk (children under 2), 2% low fat milk (children over 2)
- ½ cup fruit or vegetable
- ½ slice or ¼ cup bread or grains
- ½ oz. Protein (cheese, meat)

We will also provide simple snacks and bite size portions for young toddlers according to their individual needs. (graham crackers, cheerios)

1. A hot lunch is served each day at 12:00 pm. The lunch is prepared by The University of Toledo Food and Nutrition Department and transported to the center. The noon meals include foods from the four basic food groups, which supply 1/3 of the child’s recommended daily dietary allowance.
2. All meals are USDA approved. A monthly menu is posted on the parent board, website and is distributed to parents monthly.
3. Liquids and food hotter than 110 degrees Fahrenheit are not served to the children.
4. When special diets are required for cultural or religious reasons, our lunch menus will offer an alternate meal. A note from a physician will be required for the elimination of a food group.
5. We prevent choking by not allowing whole grapes, popcorn, nuts and hard pretzels. If hot dogs are served, they will be cut lengthwise as well as in small pieces.
6. We encourage nutritious or pre-packaged snacks for birthday celebrations.
7. Food brought from home must be labeled with the child’s first and last name and dated. All meals brought from home must meet USDA CACFP food guidelines.
8. Children with special feeding needs will be documented on a daily basis.
9. All food served to the children will be stored in the commercial refrigerator located in the kitchen.
10. A nutritional consultant will evaluate the program’s food service policies and procedures four times a year.

6.8 Ratios and Maximum Group Sizes

The Early Learning Center observes the following adult/child ratios and group sizes.

Age	Staff/Child Ratios	Group Size
Infants (6 weeks – 18 months)	One Adult: 4 Children	Three Adults: Twelve Children
Toddlers 1 (18-30 months)	One Adult: Five Children	Two Adults: Ten Children
Toddler 2 (30-36 months)	One Adult: Seven Children	Two Adults: Fourteen Children
Preschool (36-60 months)	One Adult: Ten Children	Two Adults: Twenty Children
School Age (5-10 years)	One Adult: Fifteen Children	Two Adults: Thirty Children

6.9 General Policies Outdoor Policy

Outdoor play is part of our curriculum to encourage gross motor development in young children. Outdoor play is scheduled daily, weather permitting. For any infant over 12 months of age, toddler, preschool and school-age child in attendance, suitable weather is a minimum of 25 to 90 degrees Fahrenheit. If your child is in attendance, he/she will be taken out and expected to participate. Please be sure to dress your child appropriately for the weather. We will take into consideration temperature, humidity, wind chill and other weather issues. The outdoor area will provide shaded areas and the children will have access to bathroom facilities and drinking water. The gym will be available during inclement weather.

6.10 Hand Washing Policy

In order to prevent the spread of germs, all children, teachers and volunteers will be required to wash their hands upon arrival, after diapering or toileting and before meals and snacks. Gloves are available in all classrooms and are required to be worn when there is contact with bodily fluids. Hand washing procedures will be followed upon removal of gloves. Ohio Department of Job and Family Services handwashing procedure is posted at all sinks.

6.11 Water Play

Water play is a regular part of the play experience. Special care is taken to ensure that this is a safe and healthy experience. Children wash their hands before and after participating in water play. Children are instructed not to place their face in the water or to drink the water. The water is dumped from the water table daily and is sanitized between uses.

6.12 Diapering

We follow the Ohio Department of Job and Family Services guidelines for diapering procedures. All children that are not potty trained will be required to supply their own diapers and wipes. Soiled clothing will be placed in a plastic bag and sent home that day for laundering. Labeled bags, containing soiled clothing, can be found outside the classroom on top of their cubby box.

6.13 Breast Feeding

Nursing mothers are welcome to nurse in our private lounge area located in the Blue Wing.

7. Behavior Guidance Policy

The discipline policy at the center applies to all employees and is designed to nurture children under our care, not to punish them. The Early Learning Center uses non-punitive methods of discipline. Discipline is guidance in areas such as sharing, taking turns, problem solving and self-awareness. Our goal is to help each child develop self-confidence and inner controls by providing a healthy environment and trained teachers who can support and encourage the children. Through preventive discipline techniques, the need for disciplinary actions will be limited. The best motivation for encouraging positive behavior is modeling appropriate behavior, praising positive behavior, and consistently enforcing center rules. At no time will staff use physical punishment such as shaking or

hitting and do not engage in psychological abuse or coercion. Teaching staff will never use threats or derogatory remarks nor threaten to withhold food as a form of discipline.

If a child exhibits continually disruptive and unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor and family to develop an action plan. All reasonable attempts will be made to work with the child and family to resolve the behavior problem. Staff will keep families informed of the progress made. Referrals to community resources or an outside evaluation may be suggested.

8. Daily Room Routines

8.1 Infant Daily Schedule

Infant schedules will vary according to the individual developmental stages of each child. Families will be responsible for submitting a sample of their baby's daily routine, including times for feeding and napping. Families are asked to update infant's daily routines as their baby's needs change.

8.2 Toddler Daily Schedule

Toddlers are beginning to follow a simple schedule. Emphasis is placed on offering the children open-ended activities in which they can participate based upon their interest and developmental level.

6:30-7:30 a.m.	Open breakfast (supplied by parents)
6:30-8:30 a.m.	Greetings and assisting toddlers with separation from parents and integrating them to the center. Room and toy exploration, including balls, blocks, soft animals, puppets, housekeeping props and books. Drop off in Toddler 1 room.
8:30-8:45 a.m.	Toddler groups separate to their own classroom. Diapering and or toileting.
8:45-9:15 a.m.	Group play and free choice, with special activities added to the setting such as tabletops, manipulatives, books, coloring and play dough.
9:15-9:45 a.m.	Morning snack, picking up toys, diapering/toileting checks, transition to outside/gym play.
9:45-10:00 a.m.	Transitional group time including stories, finger plays, creative movement and dance.
10:00-10:30 a.m.	Outside play or gym. This schedule will vary according to weather conditions.
10:30-11:45 a.m.	Group play and free choice, including art activities, water and sand play, dramatic play, manipulatives and a short group time for stories, songs and creative movement.
11:15-11:45 a.m.	Diapering and toileting
11:45-12:30 p.m.	Lunch and transition to naptime
12:30-3 p.m.	Naptime. Rest lengths will vary from child to child. Upon waking children will have their choice of a quiet activity or books to read.
3:00-3:45 p.m.	Diapering/toileting. Children will have a variety of small manipulative activities, including building with blocks, playing with animals, tabletop toys or reading books during this transition time. Afternoon snack and transition to gym
3:45-4:30 p.m.	Activities in the gym or outside play weather permitting.

4:30-5:30 p.m.	Group play and free choice. Room and toy exploration, including balls, blocks, housekeeping, soft animals, puppets, and music.
5:30-6:00 p.m.	Quiet time/end of the day activities.

8.3 Preschool Daily Schedule

The rhythm of a preschool day must support and promote development in fine and gross motor skills, socialization, dramatization, and language. During the day we try to find a balance between active and quiet times, solitude and interaction and planned and spontaneous times. Below is a sample routine.

6:30-7:30 a.m.	Open breakfast (supplied by parents)
6:30-8:30 a.m.	Children arrive and are greeted by staff and are assisted in transitioning to a new day at the center. Their free-play choices include blocks, stories, puzzles, paper and markers and puppets.
8:30-9:00 a.m.	Preschool groups separate to their own classroom.
9:00-9:30 a.m.	Open snack time. Easy and nutritious snacks are prepared with the children to encourage self-help skills.
9:15-9:30 a.m.	This is a transition time to group sharing and planning, which includes cleaning up of toys and completion of early morning activities.
9:30-10:00 a.m.	Gathering time. This time is an opportunity for the whole group to share interests and materials, as well as an opportunity for the teacher to introduce the day's special activities. It is a time for shared participation through stories, songs, games and problem solving.
10:00-11:00 a.m.	Special activities. The children are encouraged to make their own choices. The activities involve the various developmental areas (making collages, art projects, finger-painting, chasing bubbles with paper plates, etc.)
11:00-11:45 a.m.	Special activities and transition time to outside play or gym depending on the weather.
11:45-12:00 p.m.	Lunch preparation, including setting the table and getting out rest cots.
12:00-12:45 p.m.	Lunch and transition to naptime
12:45-3:00 p.m.	Naptime. Rest lengths will vary from child to child. Upon waking, children will have their choice from a variety of books.
3:00-4:15 p.m.	Afternoon snack and free choice for children in the art area or with tabletops.
4:15-4:30 p.m.	Gathering time. Short group activity to reflect on the events of the day.
4:30-5:30 p.m.	Outside play/or gym depending on weather conditions.
5:30-6:00 p.m.	Quiet time/end of the day activities.

8.4 School Age Daily Schedule

The school-age program provides care for children 5 years to 10 years old during June, July and August.

All children will be supervised at all times with the exception of school children who will be supervised according to the following plan:

- School children may run errands inside the building, use the restroom alone, or in groups of no more than six children without adult supervision.
- School age children must notify teachers where they are going and when they return.
- School age children will be permitted to carry and self-medicate when needed for emergency according to the following procedure:
 - Parents sign proper consent form
 - Staff is aware child is carrying self-medications.

6:30-7:30 a.m.	Open breakfast (supplied by parents)
7:30-8:00 a.m.	Free Choice (combined with preschool)
8:00-8:45 a.m.	Free Choice in Camp Room
8:45-9:15 a.m.	Snack
9:15-11:45 a.m.	Organized Summertime Games and Events Field Trips, Crafts/Creative Workshops, Tabletop toys and Board Games
11:45 a.m.-12:15 p.m.	Lunch
12:15 -4:00 p.m.	Camp Adventure Swimming at Pickford Pool, Outside Play, Library, Walks in the Neighborhood
4:00-4:30 p.m.	Snack
4:30-5:00 p.m.	Free Choice in Camp Room
5:00-6:00 p.m.	End of the day wind down

For more information, please visit our website at <http://www.utoledo.edu/centers/earlylearn/>



9. Handbook Acknowledgement

By signing below, you agree to adhere to the rules and regulations identified in The University of Toledo Early Learning Center handbook.

Print Name _____

Signature _____

Date _____

(handbook acknowledgement is also required on the JFS 01234, Child Enrollment and Health Information Form)