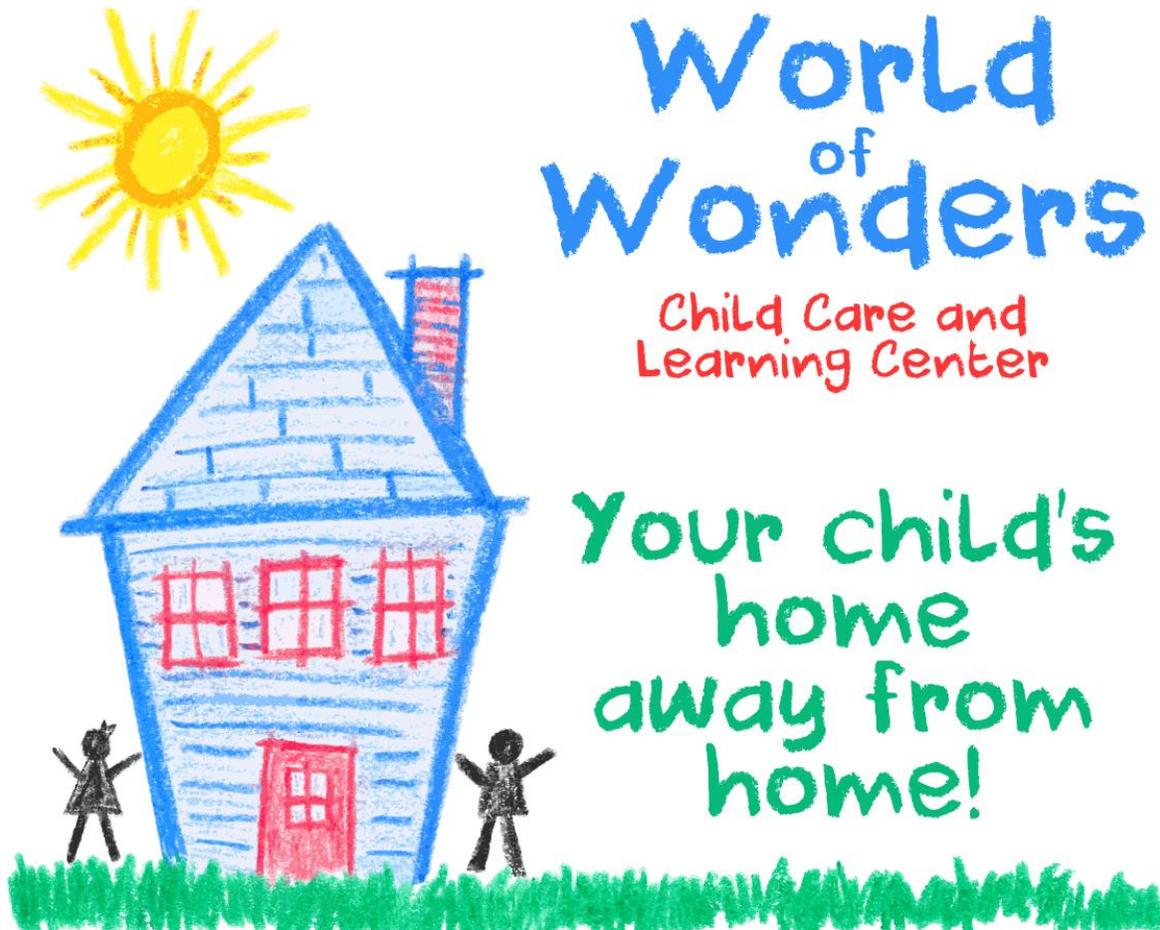


# Teacher Handbook



1200 Columbus Ave. Marysville, OH 43040

(937)707-1038

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Teacher Handbook

Executive Director: Lauren Brown

Director: Heidi Edwards

Curriculum Director: Michael Wyngaert

Revised 12.6.21 (building open

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## Introduction

Welcome to World of Wonders (WOW)! You are joining a nonprofit early learning center which is licensed through the Ohio Department of Job and Family Services. At WOW, we provide services for children aged 6 weeks through age 12. This includes full time childcare, before and after school care for school aged children, summer programs, and part time preschool and pre-k programs (upon approval).

WOW, formally Marysville Daycare Center and Children Inc., was conceived by a group of parents and community members in 1985. Their mission was to provide high quality, early education, to families in Union County. When Marysville Daycare Center opened, it was the *only* early learning center in Union County. In 1995 WOW collaborated with the Union County Board of Developmental Disabilities to build a collaborative center.

By 2020 World of Wonders outgrew our space at the UCBDD. After a temporary move to the YMCA, we worked with a company to renovate and open a new school in December of 2021!

WOW is currently run by an all-volunteer parent and community member Board of Trustees and is one of the few schools in the county that provides care for children receiving state assistance (state subsidized childcare assistance). In addition, you will find an onsite Executive Director, Director, Curriculum Director, and Team Leads to mentor and help you in your classroom.

Our goal at WOW is to provide a developmentally appropriate, hands-on education to each child in our care. Throughout your time at WOW, you will be provided with training to help you provide each child with the best care possible.

## The Purpose of this Handbook

This handbook is being provided to you in order to meet state licensing requirements. In this handbook you will find the policies given to our parents. If you have any questions about this handbook, please see any member of the administrative staff.

## Center Information

World of Wonders Child Care and Learning Center  
1200 Columbus Ave  
P.O. Box 729  
Marysville, Ohio 43040  
(937) 707-1038

Tax ID# 31-1160191

## Hours and Days of Operation

**Days of Operation:** Monday through Friday

**Hours of Operation:** 5:15am to 6:00pm

## Contact Information

Executive Director: Lauren Brown, [Lauren@wowchildcare.org](mailto:Lauren@wowchildcare.org), 937-707-1038

Director: Heidi Edwards, [Heidi@wowchildcare.org](mailto:Heidi@wowchildcare.org), 937-707-1038

Curriculum Director: Michael Wyngaert, [Michael@wowchildcare.org](mailto:Michael@wowchildcare.org)

Board of Trustees: [Board@wowchildcare.org](mailto:Board@wowchildcare.org)

## Holidays

Holiday closures are planned annually. Please see the current school calendar for holiday closures. Our typical schedule for holidays includes New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas day. If one of the mentioned holidays falls on a weekend, the center will typically be closed either the Friday prior to the holiday or the Monday after the holiday.

The calendar can also be viewed on our webpage at: [www.wowchildcare.org](http://www.wowchildcare.org) or on our employee site at [www.wowstaff.org](http://www.wowstaff.org) (you will be given the password for this site by an administrator)

## Teaching at WOW

### Our Mission

World of Wonders Child Care & Learning Center is viewed as a supplement to the child's family by providing a warm, nurturing, and secure environment. Our program is designed to meet each child's physical, mental, social, and emotional needs and to provide age-appropriate educational goals for continual growth and development.

We believe children are unique individuals who grow and develop at their own pace with their own strengths, needs, and interests. We offer a variety of learning opportunities generated from these needs and interests. Choices are provided within a careful structure. Learning through play and actual experiences is the basis of our program. Curriculum is developed through assessment, the identification of individual and group goals, and planning of appropriate activities. Our strong commitment to working with guardians is evidenced through parent/family activities and programs.

### Center's Program Philosophy

At World of Wonders, we work hard to create a safe and comfortable environment for each child. By providing a home like atmosphere, we can help each child learn and grow at a developmentally appropriate pace.

**HighScope Curriculum:** World of Wonders has been using the HighScope curriculum for over 10 years. HighScope is an educational approach that emphasizes "active participatory learning." This means that children have a direct, hands-on experience with people, objects, events, and ideas. Children's interests and choices become the basis for their educational experiences. Children work at a developmentally appropriate pace and are supported by teachers in the classroom and parents at home.

**Environment:** Our rooms are unlike any other. Each room is customized to the specific needs of our children. In the environment you will see toys labeled and ready for children to learn. Each of our classrooms encourage different types of play and learning. At even the youngest age you will see options for children to play and learn in groups, or independently. Materials are close at hand and ready for use.

**Early Literacy:** Environmental print is everywhere at World of Wonders. Teachers read to students each day and children of all ages participate in literacy activities appropriate for their age group.

**Plan, Do, Review:** At World of Wonders each teacher customizes their schedules to meet the individual needs of their class. The daily schedules include small and large group times, morning meetings and active learning times. During active learning times children work with their teachers to plan their own learning experiences, participate in activities, and review them with a teacher. This allows children to control their own learning experiences while being guided by a skillful teacher.

**Lesson Plans:** Unlike many other early learning centers, we base all lessons on the interests, strengths and needs of our children. We do not have an administrator or outside company plan lessons for our students. Teachers work hard to create a weekly lesson plan that will spark the love of learning for their students.

**Hands on Learning:** Children at World of Wonders participate in hands on learning opportunities, freely throughout the day. A full list of topics your child will be learning about is attached to this sheet.

World of Wonders teachers use the Key Developmental Indicators (COR Advantage) to help plan and teach their lessons. These indicators are based on over 40 years of research and are used by the HighScope curriculum to guide teaching and learning. The indicators align with the Ohio Early Learning and Development Standards.

### **World of Wonders Commitment to Equity**

World of Wonders is committed to building a foundation of opportunity and success for every child in our care. We are committed to treating all persons associated with our program with dignity and respect in an honest, open, fair, and friendly manner.

We take a developmentally appropriate approach to teaching diversity in the early education environment and when educating our families. This includes:

- Promoting that every child has the right to equitable opportunities and resources in order to realize his or her full potential.
- Committing to collaboration among staff and the Board of Trustees to ensure equity and promote an open, honest dialogue.
- Shaping a school culture that includes an individualized, inclusive approach to early education.
- Upholding the dignity and worth of each individual
- Allowing each child to express comfort and joy with human diversity, to recognize injustice in a developmentally appropriate way and to learn the skills to act against prejudice.
- Approaching students, staff, families, and any individual through an educational approach that includes a focus on kindness and partnerships.
- Creating a learning community where all people can learn and work together in a safe and secure atmosphere free of fear, bias, discrimination, and other negative treatment.
- Using an anti-bias approach to early education to aid children in their learning about the diversity of our community and the society they live in.
- Actively seeking, and modeling tolerance in all forms and embracing such tolerance in a way that we use it in all of our interactions with children, staff, and families.

For any questions about our approach to equity, diversity education, or developmentally appropriate practices, please see the office.

### **Ratios**

The following is a ratio chart provided by the Ohio Department of Child and Family Services. Please refer to this ratio chart prior to entering any room. WOW always follows state ratios and group sizes. This means that you may never go over the number of children the state allows at any time. If your room is almost out of ratio (you need one more to be at ratio) or your room is out of ratio it is your job to immediately inform the office. It is the responsibility of each teacher to know how many children are always in their classroom at all times and to have the appropriate children marked on their roster.

## Staff/Child Ratios, Age Grouping and Maximum Group Size

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

### Basic Daily Schedule

The following room schedules are examples of classroom schedules. All staff are asked to keep to the daily schedule if possible. The exception to this rule is in the infant rooms where schedules are modified to meet the needs of each child in the program. Please review the schedule for the room you are assigned to, prior to teaching in the room. Schedule changes can be made at any time, with approval from administration. A current classroom schedule must be posted outside and inside of each room.

Infant 1 schedule		Infant 2 schedule	
Arrival-7:00	Diapers/Choice Time	Arrival-8:30	Diapers/Choice Time/Breakfast
7:00-8:30	Diapers/Breakfast/Choice time	8:30-9:00	Small groups/Choice time
8:30-8:45	Story time/Music and Movement	9:00-9:30	AM Snack/Choice time
8:45-9:00	Snack/Choice time	9:30-9:45	Music and Movement
9:00-10:00	Diapers/Choice time	9:45-10:15	Diapers/Choice time
10:00-10:30	Small group 1	10:15-10:45	Outside time
10:30-11:00	Sensory	10:45-11:00	Morning Meeting
11:00-11:30	Lunch/Choice time	11:00-11:30	Lunch/Choice time
11:30-2:00	Diapers/Nap/Choice time	11:30-12:15	Diapers/Choice time
2:00-2:30	Snack/Choice time	12:15-12:30	Music and Movement
2:30-3:00	Outside time	12:30-2:30	Nap/Diapers
3:00-3:30	Diapers/Choice time	2:30-3:00	PM Snack/Choice time
3:30-3:45	Small group 2	3:00-3:30	Choice time
3:45-4:00	Music and Movement	3:30-3:45	Large group
4:00-Departure	Diapers/Choice time	3:45-4:00	Outside time
		4:00-Departure	Diapers/Choice time

\*All infants in our care are on an individualized schedule. Their schedules may vary from the posted schedule based on their needs.

\*All infants in our care are on an individualized schedule. Their schedules may vary from the posted schedule based on their needs.

Toddler 1 Schedule		Toddler 2 Schedule	
Arrival- 7:00	Atrium/Movie time	Arrival- 7:00	Atrium/Movie time
7:00-8:00	Diapers/Potty/Choice time	7:00-8:00	Diapers/Potty/Choice time
8:00-8:30	Breakfast/Choice time	8:00-8:30	Wash Hands/Breakfast/Choice time
8:30-8:45	Morning Meeting	8:30-8:45	Morning Meeting/Story time
8:45-9:00	Small group 1	8:45-9:30	Choice time/Diapers/Potty
9:00-10:00	Diapers/Potty Choice time	9:30-9:45	Small group 1
10:00-10:30	Large group	9:45-10:30	Choice time
10:30-11:00	Outside time	10:30-11:00	Music and Movement
11:00-11:30	Diapers/potty/wash hands/choice time/lunch prep	11:00-11:30	Outside time/Wash hands/Lunch prep
11:30-12:00	Lunch/Choice time	11:30-12:00	Lunch/Choice time
12:00-12:30	Diaper check/potty/story time	12:00-12:30	Diaper Check/Potty/Story time
12:30-2:30	Nap	12:30-2:30	Nap
2:30-3:00	Diapers/potty/snack/choice time	2:30-3:15	Choice time/Diapers/Potty/Snack
3:00-3:15	Small group 2	3:15-3:30	Small group 2
3:15-3:40	Choice time	3:30-4:00	Music and Movement/prepare to go outside
3:40-4:00	Outside time	4:00-4:20	Outside time
4:00-4:30	Music and Movement/Diapers/Potty	4:20-Departure	Diapers/Potty/Choice time
4:30-Departure	Choice time/Prepare to go home		

### Early Pre-School Daily Schedule

Arrival to 7:00am	Atrium	
7:30-8:00	Wash hands/Potty/Diapers/Free play	5:15- 7:00
8:00-8:30	Wash hands/Breakfast/Potty	7:00-8:00
8:30-8:45	Morning Meeting/Planning	8:00-8:30
8:45-9:15	Work time	8:30-8:45
9:15-9:30	Clean up/Potty	8:45-9:00
9:30-9:45	Small group	9:00-9:30
9:45-10:15	Work time	9:30-9:45
10:15-10:30	Clean up/Recall/Bathroom	9:45-10:00
10:30-11:00	Outside time	10:00-10:45
11:00-11:10	Wash hands/Bathroom	10:45-11:00
11:10-11:30	Large Group/Wash hands/Prepare for lunch	11:00-11:15
11:30-12:00	Lunch	11:15-11:30
12:00-12:15	Clean up/Bathroom/Table toys	11:30-12:00
12:15-12:30	Quiet time on cots	12:00-12:30
12:30-2:30	Nap Time	12:30-2:30
2:30-3:00	Wash hands/Snack/Table toys/Bathroom	2:30-3:00
3:00-3:20	Music and movement	3:00-3:15
3:20-3:40	Outside time	3:15-3:45
3:40-3:50	Wash hands	3:45-4:00
3:50-4:10	Table toys/Potty	4:00-Departure
4:10-4:30	Clean up/Review	
4:30-Departure	Prepare to go home. May combine with PS 1 at this time.	

### Pre-K Schedule

Atrium/Movie time
Wash hands/Potty/diapers/Choice time
Breakfast/Choice time
Morning Meeting
Music and Movement
Outside time
Wash hands/Potty/Diapers/Planning
Large group
Plan/Work time
Clean up/Recall
Small group
Clean up/Wash hands/prepare for lunch
Lunch
Diapers/Potty/Choice time
Nap/Quiet Activities
Wash hands/Snack
Potty/Diapers/Prepare to go outside
Outside time
Wash hands/music and movement
Choice time/Prepare to go home

### School Age Summer Schedule

Arrival-7:30am	Movie/Atrium
7:30-8:00	School Age 2: Wash Hands/Free Play (Electronics)
8:00-8:30	Home Based Rooms- Breakfast/Sunscreen (Electronics when finished)
8:30-8:45	Morning meeting in the Atrium
8:45-9:05	Small Groups
9:05-9:35	Outside Time (Grassy area or YMCA)
9:35-9:45	Wash hands/plan in home based room
9:45-10:55	Work time
10:55-11:05	Clean up
11:05-11:15	Review in home based room
11:15-11:30	Wash hands/Quiet activities in home based room
11:30-12:00	Lunch in home based room (electronics when finished)
12:00-12:20	Large group in atrium
12:20-12:50	Reading in home based room/Sunscreen
12:50-1:20	Outside (Big playground)
1:20-1:40	Small groups
1:40-1:50	clean up
1:50-2:00	Daily Sheet/Activity
2:00-2:30	Quiet activities in home based room (Reading, electronics, drawing, and writing)
2:30-2:45	Home Based room: Wash hands/SNACK/Books/Table toys
2:45-2:55	Planning time
2:55-3:45	Work Time
3:45-4:00	Home Based room: Clean up/Sunscreen/Review
4:00-4:30	Outside time (big playground)
4:30-Departure	Electronics/Atrium

### School Age School Schedule

#### Before school

Arrival-7:30	Atrium/Movie time
7:30-8:00	Breakfast/Choice time
8:00-8:15	Small group/Edgewood and Raymond prepare to leave
8:15-8:30	Northwood/Navin/Mill Valley/Creekview prepare to leave
8:30	Depart for schools

#### After School

4:00-4:30	Snack/Choice time
4:30-5:00	Outside time
5:00-5:30	Home work/Choice time
5:30-departure	Atrium

## Supervision

### **At all times, you should know how many children are in your group/classroom.**

Children at World of Wonders are organized into groups and assigned to a specific childcare staff member, or team of staff members.

“Supervision” means childcare staff members have knowledge of children’s care, needs, and knowledge of which children they are responsible for at all times. No child shall ever be left alone or unsupervised. Children shall be within sight and hearing of childcare staff members at all times.

A record of each child’s daily attendance is maintained in the classroom. The class attendance roster shall always remain with the group throughout the entire day. Every child that is in the room must be on the attendance roster along with their date of birth. If a child is temporarily placed in a room, or temporarily leave a classroom, this must be accounted for on the roster.

A school-age child may run errands inside the building or use the restroom alone without adult supervision as long as the child is within hearing distance of a childcare staff member and the childcare staff member checks on the child until he/she returns to the group. School aged children are not permitted to leave the WOW space at the YMCA to complete errands. The child may not leave the classroom until he/she has obtained permission from the childcare staff member in charge of the group.

A school-age child may participate in activities in the building sponsored by other groups as long as signed and dated written permission has been obtained from the child’s parent or guardian detailing the nature, location, and starting/ending times of the activity, the arrangements for going to and from the activity, and the time period for which the permission is given.

When a school-age child is scheduled to return to the Center from school-by-school transportation but fails to return and the Center is not notified, a member of the administrative staff will call the school and/or the child’s parent/guardian to determine the child’s whereabouts. Each time the parent fails to notify the Center of the school-age child’s absence and a search is required, a \$10 search fee per search will be charged to the parent’s account.

**Failure to abide by these guidelines is cause for immediate termination of employment.**

## Behavior Management

From Introduction to the HighScope Curriculum: Most early childhood teachers would agree that children certainly should not be punished for making mistakes (such as mispronouncing a word) when they lack a skill. yet when children make social mistakes- when they quarrel, hit and kick, or "lose it" because they can't solve a problem - it's common for early childhood teachers to respond with punishment Such as taking a toy away, taking away outside time, or putting the child in time out.

In a HighScope program teachers **do not** use physical punishments, loss of items, time outs, or threats. Punishing children for their social mistakes is inconsistent with our commitment to active learning. Teachers in HighScope programs know that children learn best when they are intrinsically motivated and are actively involved in learning new skills.

**If you remove a child from a situation, they do not develop the skills they need to approach the problem more constructively the next time it occurs. It may solve the adult's immediate problem of restoring order, but such an approach will not support the children's need, at a critical moment, to begin to acquire new social skills**

Behavior management is often a source of stress for teachers. In a HighScope environment, behavior management is not approached from a punitive standpoint, but rather one of identifying and solving problems. Your job as a teacher is to help children resolve their own conflicts.

**Infants and Toddlers:** Infants and very young toddler's behavior should be approached from a standpoint of re-direction. Under no circumstances shall a time out be used for a child under 2 years of age. Voices should not be raised, and alternative activities should be used, also known as re-direction. It is important for teachers to intervene prior to behaviors becoming dangerous for other children. Teachers must watch children closely and provide activities to keep children engaged.

**Older toddlers and older:** For older toddlers and preschool aged children problem solving techniques should be used. This includes talking to the child, offering positive choices, and redirection.

Please remember: If a child appears to have a "high risk" behavior (one that is consistent or puts other at risk) or has an ongoing minor behavior (such as crying, not wanting to participate, etc.) behavior reports must be filled out. You will be trained on behavior reports during your new employee orientation period.

### Behavior Incident Reports

Child behavior incident reports **may** be filled out at any time when a child displays a negative behavior in the classroom. These reports may not always be sent home; however, they can be used to track behaviors and possibly make referrals. Administration must approve the report prior to sending them home with parents.

Behavior Incident Report procedures:

- Copies of all report are to be kept in child's file located in the office.
- Should a student show a pattern of behavior, as determined by teacher/parent/administrator a Positive Guidance Plan must be completed within 10 days.
- Positive Guidance Plan may be filled out by teacher and administrator.
- Parents may be part of the Positive Guidance Plan if determined necessary by administrator, parent or teacher.
- Teacher will follow positive guidance plan for a period of 2 weeks
- If no change in behavior after a period of 2 weeks, another planning session will be held to modify the plan.
- If no change in behavior is seen after implementation of positive guidance plans, parents will be involved in a meeting to discuss additional plans in school or referrals to outside agencies.
- Immediate referrals may be made with administrator approval.
- For a full copy of our behavior plan follow up, or if you have concerns about the behavior of a student, please see a member of the administrative team.

**NAMES of other children may never be mentioned in the incident report except for child who the report is in reference to**

### Solving Conflicts in the Classroom

**In the classroom, there are 4 main reasons for conflicts**

- Objects (children want the same object)
- Space (children want to be in the same space at the same time)
- Privilege (Children want to do the same thing at the same time-such as being line leader)
- Social (such as children excluding another child from play or a misunderstanding of something said or done)
- Children may also have conflicts at home that they are bringing to school or may have a physical reason (tired, hungry) that they are being confrontational at school

**In the classroom, it is important for teachers to remember the following steps to resolve conflicts**

1. Approach (calmly, on the child's level, neutral). Place a hand on each child. If it is an object that children are fighting over, take the object and hold it until a solution is reached.

2. Acknowledge feelings ("you seem angry/sad/upset)-use the attached feelings cards to help children pick the correct feelings
3. Gather information. For verbal children, this would be asking them what happened. For a non-verbal child (even an infant) this may mean giving them the words or stating what you saw.
4. Restate the problem that the children stated
5. Ask for ideas or solutions to solve the problem or give two positive choices. (Such as, you can both play with the puzzle or we can find another puzzle for one of you to play with)
6. Be prepared to give follow up support (remember to not leave the area immediately, but to play side by side with the children until they are engrossed in the activity).

#### **Ways to teach appropriate play and problem-solving techniques:**

- Play with the children. Teachers must spend time with each child getting to know them to build a connection and mutual respect. Use the same materials, language and actions as they do. Take turns sharing and encourage them to make good choices
- Praise the good choices-make sure you tell your students what they are doing right, don't just say "good job" say "thank you so much for helping clean up blocks!"
- Work on naming feelings Either with the use of emotions posters, activities or emotions cards. Use these feelings throughout the day in normal conversation.

#### **Removal from classroom**

At times it is necessary to remove a child from the classroom due to other children being in danger or the child being a risk to themselves. This approach should be used in rare circumstances and only in case of immediate danger.

If a child is removed from the classroom the parent must be informed in writing of the removal. A behavior report may need to be filled out in this case.

Prior to removal, techniques above must be implemented to avoid repeat removal.

The office must be informed every time a child is removed from the classroom due to behavioral concerns.

#### **Americans with Disabilities Act**

Our organization is committed to providing equal educational opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to participate in their early education.

It is the parent's responsibility to notify the executive director of the need for accommodation. Upon doing so, the executive director will meet with the parent to discuss reasonable accommodations they believe may be necessary or the functional limitations caused by the disability. If a child is suspected of having a disability, the center will run screenings (described in screenings/assessment policy) and give referrals to outside resources. Parents are expected to follow up on these referrals in order to assure the success of their child at WOW and assist in setting the accommodations.

Also, when appropriate, or as required by Ohio law, we may need parent permission to obtain additional information from your physician or other medical or rehabilitation professionals. The organization will not seek genetic information in connection with requests for accommodation. All medical information received by the organization in connection with a request for accommodation will be treated as confidential.

The center will not exclude children with disabilities from the program unless their presence would pose a direct threat to the health or safety of others, or themselves, or require accommodations that are not deemed reasonable.

## Termination of Service (from parent handbook)

If a parent/guardian wishes to terminate enrollment of his/her child in our program, a two-week written notice is required. If a two-week written notice is not given, a parent/guardian will be billed for the period of two weeks from the date of the notice and their deposit will not be refunded.

World of Wonders reserves the right to terminate childcare services with or without cause or notice. The Center reserves the right to re-evaluate any child's continued participation in the Center if that child has needs that cannot be met by the Center or that are detrimental to the other children. The Center may under these circumstances, request withdrawal of the child from the program. A two-week notice will be given should the Center request withdrawal of the child from the program. However, if the child is an immediate danger to himself/herself or others or presents behavioral problems which unreasonably disrupt the Center, immediate withdrawal may be requested.

The Executive Director has the right to terminate enrollment of a child from the program. Reasons for the decision to terminate a child's enrollment include, **but are not limited to:**

1. **A child's severe and repeated misbehavior.** Children who create dangerous situations for themselves or others may be better accommodated in another setting. Parents will be consulted by the Executive Director whenever any difficulties arise and kept informed about disciplinary processes. See information below
2. **A parent's noncompliance with program policies and requests for cooperation in working with his/her child or a parent's inappropriate behavior.** If a parent disregard such specific requests for compliance and cooperation or acts in an inappropriate manner inside, outside, or in the vicinity of the Center, staff and/or enrolled children, childcare services may be terminated immediately.

While in the Center parent/guardians should not use any guidance or management techniques with their children other than those described in this policy. Parents are not permitted to discipline other children at the Center. Parent concerns should be directed toward the staff.

### Behavioral Concerns

At times, it may be determined that World of Wonders is not the proper fit for a child and that they are in need of more individualized or specialized care due to behavioral needs. As WOW is a group care setting with a specific philosophy, some children may not be able to develop and grow with their needs in our setting.

Should at anytime we see that a child is having behavioral or developmental concerns we will use the following strategies to build a plan to help the child.

- DECA and Brigance assessments paired with teacher observations.
- Behavior plans set up with the aid of parents, teachers, and the Curriculum Director.
- Referrals to other agencies
- Meetings with administration and parents to discuss plans and concerns

Often, we find if parents are willing to, and quickly, receive assistance from referred agencies we are able to create a specialized plan to assist your child in care. If it is determined that we are unable to provide care to your child, we will provide information on other care options.

Please note that in rare cases children's misbehavior or developmental needs are an immediate threat to the staff or other children in the center. Should the risk to other children, or the child with needs, be determined to be to great, immediate dismissal from the program may be necessary.

## Care of staff member and Board children

As many people connected with WOW staff and the Board of Trustees have children in the program it is important to remember that these children must be treated as any other child would be in the program.

If the child displays dangerous or repeated misbehavior, a behavior report, or written document, must be kept on file about the incident.

These parents must be informed of their child's misbehaviors as any parent would: in writing and on the same schedule as any other child.

If adaptations for a child are made, this must be presented in the form of a Behavior Plan, which teachers write in collaboration with Administration and require parent approval prior to implementation.

If you need assistance writing a behavior plan, please see your team lead or an administrator

## Outdoor Play

The Center will provide outdoor play each day, in suitable weather, for children toddler aged and above who is in attendance for 2 or more hours. Outdoor play may be restricted due to inclement weather including, but not limited to extreme wind chill factor, high humidity or heat index, high ozone levels, high pollen counts, thunderstorms and lightning, high winds, precipitation, etc. If the weather is not suitable for outdoor play, classroom staff will be notified by a member of the administrative staff, another type of large muscle activity will be provided in the atrium or classroom. Children will not go outside if it is under 25 degrees Fahrenheit or over 90 degrees Fahrenheit.

**All teachers are expected to go outside in all weather. Please make sure you are wearing weather appropriate clothing and footwear each day in order to join your classroom outside.**

## Parent Involvement and Parent/Teacher Conferences policy

Any parents interested in enrolling their child at World of Wonders will meet with the Executive Director or another member of the administrative staff for an orientation session to discuss the philosophy, policies, and procedures of our program.

At various times throughout the year, World of Wonders will sponsor special events and activities for staff, parents, and children. These may include open houses, parties, and special programs for entertainment and educational purposes.

The individual classrooms will also have special activities, such as birthday parties, holiday parties, and field trips at which we encourage parents to volunteer and participate. Parents should be sure to look for the posted sign-up sheets for these activities.

World of Wonders publishes a monthly newsletter which may include upcoming Center and community events, parenting articles, notes from the Executive Director, classroom updates, and other important information. In this newsletter you will find a list of services that are needed around the building. Should you, or someone you know, be able to provide these services, please see the Executive Director. A staff newsletter is also provided to all employees.

Any important announcements and upcoming events, monthly snack menus, and parent information will be posted by the classroom doors. Parents should be sure to check in their child's classroom for any posted additional information, communicable disease notices, and classroom activities. Teachers have a responsibility to remind parents of upcoming activities.

All parents and staff members are encouraged to attend meetings held by the Board of Trustees. These meetings will be posted in the newsletter as well as online. During these meetings additional opportunities for school involvement will be discussed.

Please note that all staff members must attend one (paid) Board of Trustees meeting within their first 90 days.

World of Wonders will schedule periodic conferences for each parent/guardian to meet with the appropriate childcare staff member in order to discuss the child's behavior, progress, social and physical needs, or any other pertinent matter. Telephone conferences shall occur only when an in-person parent conference is not practical. All conferences, whether done in person or by telephone, shall be documented in writing and kept on file at the Center. Conferences for parents/guardians of children six years of age or older are available upon request.

Should a parent wish to meet with a parent at other times to discuss their child's progress the parent should see the office staff to schedule an appointment.

We maintain an open-door policy at World of Wonders. Custodial parents or guardians of children enrolled at World of Wonders shall be permitted unlimited access to the center during the hours of operation for the purpose of contacting their children, evaluating the care provided, or evaluating the premises. A parent of a child enrolled at WOW, who is not the child's residential parent, shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the premises, however, ALL PARENTS and VISITORS must report to the office.

Parents may sign up to use the Procure app on their phone. This is an application that sends updates and pictures to parents. As a teacher it is your responsibility to send a picture of every child in your classroom each day. You will be trained on how to use this system during your orientation period.

## Management of illness

### Management of Illness Policy

World of Wonders provides children with a clean and healthy environment. However, we realize that children can become ill from time to time. Staff at World of Wonders are trained to observe children and spot signs of communicable diseases early. All children are assessed for communicable diseases upon drop off. We ask that you do not bring a sick child to the center as ill children will immediately be sent home.

A child with any of the following symptoms will be discharged to the parent or emergency contact:

2. Temperature of 100 degrees F, taken under the arm-or a temperature of 101 degrees F taken with a forehead scanner
3. Diarrhea (three or more abnormally loose stools within a 24-hour period)
4. Severe coughing (causing the child to become red in the face or to make a whooping sound)
5. Difficult or rapid breathing
6. Yellowish skin or eyes
7. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
8. Untreated skin patches, unusual spots or rashes
9. Unusually dark urine or grey or white stools
10. Stiff neck with an elevated temperature
11. Evidence of lice, scabies or other parasitic infestation
12. Vomiting more than once or when accompanied by any other signs of illness
13. Sore throat or difficulty swallowing
14. Other symptoms that display signs of a communicable disease

If a child is sent home ill from WOW the student may not return the entire following school day and must be symptom free for over 24 hours.

If a child becomes sick at home, they may not return until they have been symptom free for 24 hours.

Children may return to the center under 24 hours if they bring a physician's note stating that the child is "not contagious." Please note that the doctor's note may not just say that a child may return to school.

Children who are diagnosed with communicable disease by a physician will not be allowed to return to the center for at least 24 hours after receiving their first dose of medication or are symptom/fever free without the aid of medication for at least 24 hours.

If your child is diagnosed by a physician with any communicable disease, parents are required to inform the center, immediately, of any diagnosis so disinfecting and cleaning procedures can be initiated.

Children must be well enough to participate in daily activities, including outside time. Children who are not able to take part in activities due to illness will be sent home.

Anytime a child is isolated due to illness they will be kept within sight and sound of a staff member. The cot or any blankets used will be washed and disinfected before use again.

Parents will be notified by a sign on the door and through the Procure app if children have been exposed to a communicable illness.

For your reference, a communicable disease chart is posted in each building. You will receive a training on communicable diseases during your time at WOW

### **Covid protocol**

- If a child, or anyone in the home is suspected of having COVID-19 or is undergoing testing for COVID-19, you must inform the center immediately. Children may not return until the test result is returned and clears child of illness.
- Please note that anyone who is in current quarantine may not enter the center.
- If a child is quarantined a letter from the health department will be required to return to the program.
- Parents will be notified if any child or employee of the center has tested positive for COVID-19. Contact tracing in partnership with the union County Health Department will be done and parents will be notified of their child's exposure level.

### **Emergency procedures**

Precautions are taken to prevent accidents and to ensure the safety of children and adults, however World of Wonders has devised several procedures to follow in the event an emergency occurs while a child is in our care.

- There is always at least one staff member present that that has received training in First Aid/ Communicable Disease/CPR and Child abuse recognition and prevention. All staff members must be trained in first aid, CPR and child abuse recognition and prevention within their first 60 days at the center.
- An Emergency plan for Medical, Dental and General Emergencies is posted in each classroom as well as in each room of the building. These plans give information on steps to follow in the event of an emergency.
- Fire/Tornado: In the event of a fire or tornado children will evacuate to the location posted on their Medical, Dental and General Emergency Plan posted in each area used by children. Should children need to evacuate the building due to fire or weather conditions, or loss of power, heat or water, our emergency destination is outlined in the emergency handbook.
- In the unlikely event there would be an environmental threat or threat of violence, the staff will: Secure the children in the safest location possible, contact and follow the directions given by proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.
- In the case of a minor accident/injury, staff will administer basic first aid and comfort to the child. If the injury/ illness would be more serious, first aid would be administered, and the parent would be contacted immediately to assist in deciding an appropriate course of action. If any injury/ illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS may transport children in the case of emergencies.
- An incident/ injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which required first aid; the child receives a bump or blow to the head; the child must be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general

emergency" or "serious incident, injury or illness" as outlined in the ODJFS Childcare Licensing Rules. The report will be provided to licensing staff within 3 business days of the incident.

- In order to prepare children for the above emergencies, WOW conducts monthly fire drills, periodic tornado drills and occasional intruder drills. This better prepares children to evacuate the building in a calm and orderly manner.
- A first aid kit is readily available in the administration office.
- An emergency medical authorization statement must be completed by the parent/guardian of each child upon enrollment at the Center. This statement will be kept on file in the office for ready reference when a child is being considered for medical or dental treatment. World of Wonders reserves the right to deny admission of a child whose parent/legal guardian denies consent for emergency transportation to a source of medical treatment.
- A full Emergency and Disaster Plan is located on the front table, for review in the front office or near the front of the building. All employees are trained in emergency and disaster procedures during their orientation period.

**A full emergency handbook is located in the office and on the employee website.**

**Please keep the office updated of any changes in your contact information so you can be easily located and reached in the event of any emergency.**

### **Administration of medication and Food Supplements**

**Parents must inform the office of any medications their child needs during the school day. This includes prescription medications, over the counter medications, lotions, diaper creams, lip balm, hand sanitizer, lotion, sunscreen, etc. Teachers may NEVER take medications of any kind from parents. All medications must be first given to the office so paperwork can be appropriately completed to ODJFS standards.**

World of Wonders will administer medications to a child only after the parent completes a Request for Medication form. These forms can be obtained in the office. All proper sections must be completed, and the medication handed to the teacher each day. Medication will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. As a teacher, if a child needs to be administered medication it is your responsibility to know how to administer the medication (after training) and to administer the medications on schedule.

Prescription medications must be in their original container and must be administered in accordance with the instructions on the label. Over the counter medications must also be administered in accordance with the label instructions. If a parent requests any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

School aged children are permitted to carry and apply topical medications and may always keep lifesaving medications (inhalers) on their person. School aged children must have medication forms filled out by the office prior to carrying these medications.

**Food supplements or modified diets:** if a child requires a food supplement, has an allergy, or modified diet, parents must first secure written information from their physician regarding this. These forms must be turned into the office.

**Additional medical care:** Should a child require additional medical care a Medical Care Plan parents will fill this out with administration. All employees involved in the care of children will be trained by the parent.

## **Transportation**

### **Emergency Transport:**

Should a child need to be transported to the hospital for medical treatment, an emergency squad will be contacted. Transportation by emergency squad is the only type of emergency transport used at the Center. An emergency medical authorization statement must be completed by the parent/guardian of each child upon enrollment at the Center. World of Wonders reserves the right to deny admission of a child whose parent/legal guardian denies consent for emergency transportation to a source of medical treatment.

If a child is transported by emergency services an administrator will accompany the child until a parent arrives.

### **Employee Transportation Requirements**

All employees who are trained to drive company vehicles must have on file a valid driver's license, insurance card, and must take an annual training. Employees that are assigned to drive company vehicles will have a driver's record check completed by the company's insurance company. In addition, they must report any change in driving record, including, but not limited to, suspension of license, points on license, loss of personal insurance, etc. Company vehicles may not be used for personal errands of any kind.

### **Field Trips/Routine Trips:**

Children who are in our school aged program, pre-k program and occasionally in our preschool program may be transported on field trips and routine trips. Before a child may participate in a field trip, special outing, or routine trip, a permission form must be signed and dated by the child's parent or guardian. Before leaving the Center for field trips, each child shall be given a proper identification tag or bracelet to wear including: The Center's name, address, and telephone number. Children's names will not be displayed on name tags. These tags are available in classrooms and the office. Children shall be assigned to specific childcare staff members for all trips. Attendance rosters including the number of children present will accompany the group on each trip. Staff/child ratio requirements will be met on all field trips. At least two staff members will supervise the group on any walking field trip.

Whenever children are transported away from the building in a vehicle, a first aid kit and a working cellular phone will accompany them. A person trained in first aid/management of communicable disease and CPR shall be available on the trip. Childcare staff members shall also ensure that the following are taken with the group on each trip: emergency transportation authorization forms for each child, the health record and treatment supplies for any child who has a health condition, and a roster listing each child on the trip.

Emergency exiting procedures from transportation vehicles shall be practiced with the children on a monthly basis. A record of the dates, times, and staff involved is kept in the administrative office.

### **Water activities and swimming**

Before a child can participate in a water or swimming program where the water is more than 18 inches deep, a permission form must be signed and dated by the child's parent or guardian indicating whether the child is a swimmer or non-swimmer, and there must be a trained lifeguard on site.

The children will be actively supervised by the childcare staff, and by persons who are certified lifeguards. Adults who are actively supervising the children shall be able to clearly see all parts of the swimming area including the bottom of the pools. The required staff/children's ratios shall be maintained during all swimming and water play activities.

Swimming activities shall not be permitted in lakes, rivers, ponds, creeks, or other similar bodies of water.

Before an infant or toddler child can participate in water activities using wading pools, a permission form must be signed and dated by the child's parent or guardian indicating whether the child is a swimmer or non-swimmer. The children will be supervised by the childcare staff and the required staff/child ratios shall be maintained during all water play activities.

## Disenrollment

If a parent/guardian wishes to terminate enrollment of his/her child in our program, a two-week written notice is required. If a two-week written notice is not given, a parent/guardian will be billed for the period of two weeks from the date of the notice and their deposit will not be refunded.

Although World of Wonders does not frequently disenroll children we reserve the right to terminate childcare services with or without cause or notice. This decision is made by administration in partnership with the child's parents and classroom teachers. The Center reserves the right to re-evaluate any child's continued participation in the Center if that child has needs that cannot be met by the Center or that are detrimental to the safety of other children. The Center may under these circumstances, request withdrawal of the child from the program. A two-week notice will be given should the Center request withdrawal of the child from the program. However, if the child is an immediate danger to himself/herself or others or presents behavioral problems which unreasonably disrupt the Center, immediate withdrawal may be requested. This rule applies to staff and Board of Trustee members as well as parents. The Executive Director has the right to terminate enrollment of a child from the program. Reasons for the decision to terminate a child's enrollment include, **but are not limited to:**

- **A child's severe and repeated misbehavior.** Children who create dangerous situations for themselves or others may be better accommodated in another setting. Parents will be consulted by the Executive Director whenever any difficulties arise and kept informed about disciplinary processes.
- **A parent's noncompliance with program policies and requests for cooperation in working with his/her child or a parent's inappropriate behavior.** If a parent disregard such specific requests for compliance and cooperation or acts in an inappropriate manner inside, outside, or in the vicinity of the Center, staff and/or enrolled children, childcare services may be terminated immediately.
- A parent's failure to pay tuition or state mandated co-payments.

While in the Center parent/guardians should not use any guidance or management techniques with their children other than those described in this policy. Parents are not permitted to discipline other children at the Center. Parent concerns should be directed toward the staff. If you see a parent using prohibited disciplinary techniques on their child, or any disciplinary techniques on another child, please immediately inform the office.

## Child Assessments

All children at the Center are given annual assessments including COR (an ongoing assessment system, you will receive updates on your child's progress throughout the year), DECA (a social/emotional assessment done annually or as needed), and the Brigance assessment (a cognitive screening). All of these assessments help us to determine if a child needs extra help in areas or has strengths that can be built upon. Parents may opt out of these assessments through the office.

All teachers will be appropriately trained on performing these assessments and will be given direction as to the schedule of assessments by administration. These assessments must be completed on a schedule that each classroom is informed of by administration. If you ever have any questions regarding assessment, please see administration.

Screening results are kept internally and not sent to the State of Ohio or any other agencies without a parent's signed release.

## **Grievance Policy**

If you have a problem or concern, please direct it to the Executive Director immediately. Together we can work to attempt to resolve the issue in a prompt and satisfactory manner.

Any grievance between a parent/guardian and/or teacher and World of Wonders shall be handled in the following manner:

1. The issue shall be discussed with the Executive Director. If the Executive Director is not available, a complaint form may be filled out in the front office. This form may be placed in a sealed envelope to be delivered to the Executive Director.
2. If the grievance is not alleviated following this discussion, then the matter is to be presented to the Executive Director in writing, offering possible solutions.
3. The Executive Director has five (5) working days to respond to the parent's/guardian's or teacher's grievance in writing.
4. If a parent/guardian or teacher has an issue with the Executive Director, they may skip steps 2 and 3 above and go directly to step 5 below.
5. If the parent/guardian or teacher's remains unsatisfied, a written request may then be made to the Board of Trustees to discuss the grievance. The Board of Trustees may be contacted at [board@wowchildcare.org](mailto:board@wowchildcare.org).
6. The Board of Trustees will discuss the grievance and reach a decision. The decision of the Board of Trustees is final.

## **Parent Complaints**

Working with families can sometimes be stressful. You are responsible for their children, who are precious to them. At any time if a parent wants to talk to you about a situation with their child or another child it is important to keep the following in mind:

- You may not have long conversations with parents in the room. Long conversations leave your classroom out of ratio. If a parent wishes to schedule a parent/teacher conference they must schedule it with the office
- If a parent is upset, they should be sent to the office to discuss the situation. The situation may not be discussed in front of the children in the class.
- During parent conversations you may never discuss the behavior, progress, or any other issue concerning any other child. Names of other children may not be used.
- If at any time a parent becomes heated, threatens you, or mistreats a child you must contact the office immediately.

## **Meals and Snacks**

World of Wonders provides two snacks, morning and afternoon snack, as well as liquid milk at snack times and lunch times. Parents are responsible to send a packed lunch for their child(ren). The monthly snack menu is posted on the wall outside the kitchen. Should a child require vitamins or a special diet, parents must have a written prescription or statement signed by a licensed physician. This includes all food replacements for allergies. All of these accommodations must be turned into the office prior to approval.

Snack times are located on the snack calendars posted by the center kitchens.

### **Morning Snack**

World of Wonders provides a cereal/bread/bread alternative (i.e., cereal) and milk every morning.

### **Snacks**

The children will receive an afternoon snack daily. These nutritious snacks will include a minimum of two foods from the four basic food groups.

### **Lunch**

The noon meal is provided by each child's parents. It must include foods from the four basic food groups which supply one-third of the child's recommended daily dietary allowance. The noon meal will be served to every child who is in attendance at the Center entirely through the hours of 11:30 a.m. and 12:30 p.m. Teachers are responsible for making sure a child's lunch meets the lunch requirements. If a child's food does not meet requirements a "substitution" form must be filled out, a substitute food must be given to the child, and the form must be given to the parent/turned into the office. Parents will be responsible for providing a nutritious lunch for your child including a minimum of the following components. Protein, bread or bread alternative, 2 servings of fruits/vegetables. Milk will be provided by the Center at lunch. Each time the Center must provide supplemental food for your child's lunch, a \$1.50 fee per food item. All food must be cut in to bite sized pieces so that they do not present a choking hazard for children. If food is not cut into the correct sizes or the Center will need to supplement each item of food. Supplement fees will be charged for these foods.

### **Milk/Formula**

For children under twelve months of age, the Center shall use formula or breast milk provided by the parent/guardian. For children twelve months to twenty-four months of age, the Center shall provide and use whole homogenized vitamin D milk. For children over twenty-four months of age, the Center shall provide and use 1% fluid milk that is vitamin D fortified.

### **Juice**

Only full-strength (100%) fruit or vegetable juice shall meet the fruit or vegetable requirements for meals or snacks. Lunch Requirements and Portion S

### Portion Sizes for Meals

Meal	Component	Minimum Serving		
	Age of Child	1 & 2 years	3-5 years	6-12 years
Breakfast	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or ⅓ oz.	½ slice ⅓ cup or ½ oz.	½ slice ¾ cup or 1 oz.
Meal	Meat or Meat Alternative	1 oz	1 ½ oz.	2 oz.
	Fruit Or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	½ oz.	1 oz.
	Fruit Or Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup or ⅓ oz.	½ slice ¼ cup or ⅓ oz.	½ slice ¼ cup or ⅓ oz.
	Fluid Milk	½ cup	½ cup	1 cup

### Choking Hazards

Children of all ages are susceptible to choking, but kids younger than 5 are especially vulnerable because they have fewer (and smaller) molars, weaker chewing ability, and narrower airways than older children and adults. Most dangerous of all, they're prone to putting things in their mouths--unlike older children.

Choking is the fourth leading cause of unintentional death in children under the age of 5.

- Children under age 5 are at greatest risk for choking injury and death.
- Toys, household items and foods can all be a choking hazard.
- The most common cause of nonfatal choking in young children is food.
- At least one child dies from choking on food every five days in the U.S., and more than 10,000 children are taken to a hospital emergency room each year for food-choking injuries.

<p>Children up to their 5th birthday should not be given these foods:</p> <ul style="list-style-type: none"> <li>• Gum</li> <li>• Hard candies</li> <li>• Nuts/Seeds</li> <li>• Popcorn kernels</li> <li>• Marshmallows</li> <li>• Chips (toddlers)</li> </ul>	<p>Foods that must be carefully prepared:</p> <ul style="list-style-type: none"> <li>• Cherries, or other fruit with pits or seeds</li> <li>• Meat chunks •</li> </ul> <p>Hot dogs or sausages or any other food that is firm and round unless it is completely chopped up.</p> <ul style="list-style-type: none"> <li>• Raw apples, pears, carrots, beans</li> <li>• Olives</li> <li>• Grapes</li> <li>• Cherry tomatoes</li> <li>• Peanut butter</li> </ul>
<p><b>Toddlers</b></p>	<p><b>Preschool (3-5 years old)</b></p>
<p>Foods for toddlers should be the size of a pea. Anything larger can become lodged in the child’s throat. Dice large items like hot dogs, carrots, and celery. Chop melons and apples. Mash bananas instead of slicing them. Quarter cherry tomatoes, grapes, and strawberries. Shred or chop meat and cheeses into very small pieces. Cut meat and chicken across the grain into small pieces. Peanut butter causes a choking hazard because it gets stuck to the roof of the mouth and throat and can be hard to swallow. To serve peanut butter to toddlers, do not serve in large globs. Instead spread peanut butter thinly on toast or crackers. Gummy bears, gum drops, hard, small candies like Skittles, M &amp; M's, nuts (almonds, peanuts, cashews, etc.), popcorn, seeds and dried fruit and marshmallows can easily get stuck in a toddler’s throat. These foods should not be served. Small, hard foods: pose a choking hazard for small children. Cook carrots or celery sticks until slightly soft, grate them, or cut them into small pieces or thin “matchsticks.” Pieces of crusty bread or bagels can turn gummy in the mouth and get stuck over the trachea. These should not be given to babies.</p>	<p>Prevent choking by shredding or chopping meat chunks in small pieces — no larger than one-half inch (½”). Cut meat and chicken across the grain into small pieces. Cut cheeses into small ½ inch pieces Round foods like hot dogs and grapes should be cut in half so the round shape no longer exists. Cut cherry tomatoes, grapes, and strawberries in half. Preschoolers should not be served large globs or spoonful of peanut butter. Instead spread peanut butter on toast/bread, crackers, fruit, vegetables.</p>

## **Infant Daily Program, Caregivers and Formula/Food**

Each infant will be assigned a staff member as their primary caregiver to assure continuity of care. Parents or guardians will be kept informed of the primary caregivers assigned to their infants. World of Wonders shall assure that any necessary information regarding an infant's care is exchanged between childcare staff members, and between staff members and parents.

To ensure the safety of our infants, children under a year old may not be placed in a crib with any blankets or other items. Children may use a sleep sack, or swaddler, if they are unable to turn over on their own. Children over 1 year old may not be placed in a crib with heavy blankets or any other items. All children will be placed on their backs, in a crib, to sleep. If a medical condition exists where a child needs to sleep in equipment other than a crib, or on their back, parents must provide written permission, from a licensed physician must be provided. If this is the case, please see the office for a "Sleep Position Waiver" form.

Parents/guardians shall provide the teachers with detailed information on feeding schedules and sleeping schedules for their infant. A log is maintained for each infant so that parents can be kept informed of what their infant did throughout the day. Parents/guardians will be given a daily report for their child which details the child's food intake, sleeping patterns, times and results of diaper changes, and information about daily activities.

Parents/guardians are responsible to provide the appropriate number of prepared formula bottles for their infant each day. These bottles are to be stored in the refrigerator located between the two infant rooms. In addition, emergency milk/formula must be kept on site. Please note that we do not prepare formula for bottles on site without prior approval from the office, this is only done in rare cases.

Meals shall be served food in conformity with dated written instructions from the parent or guardian or physician. The instructions shall include amounts of food, type of food, and feeding times and be updated as needed based upon the child's needs and parent's instructions. Should parents/guardians not provide instructions for the serving of food to their child, the infant shall be served formula and/or food in sufficient amounts to meet the meal pattern and quality as set by the USDA.

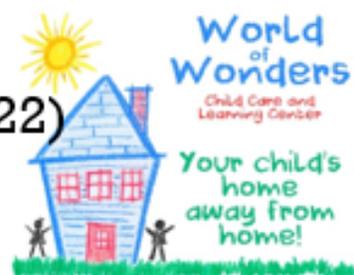
If breast milk is provided by the parent or guardian, it shall be labeled with the child's name, the date the milk was expressed, and the date of receipt and immediately refrigerated or frozen. Refrigerated breast milk shall not be stored for more than twenty-four hours.

### **Breastfeeding Policy**

Should staff or parents wish to pump or breastfeed onsite, they are more than welcome to use the rocking chairs located in each infant rooms or the staff rooms. Should staff/parents wish for more privacy we would be happy to accommodate you by helping you to our staff lounge and placing a privacy sign on the door. Please see the office if you have any questions about the location of breastfeeding or pumping.

World of Wonders

Weekly Tuition and Fees (21-22)



Full Time Early Learning Programs	2021	2022
Infants	\$238	\$250
Toddlers	\$218	\$235

Part time options are not currently available for children in these programs

Pre-Kindergarten	2021	2022
Full Time	\$203	\$220
4 Full Days	\$170	\$185
3 Full Days	\$135	\$150
2 Full Days	\$105	\$115

Children are eligible for the Pre-k program for the school year if they are 3 years old by their kindergarten cut off date.

A \$50 supply fee will be charged each September for children in preschool or pre-k. This fee is prorated for late enrollments.

School Aged Programs	2021	2022
Before and After School Care	\$115	\$125
Before or After School Care	\$87	\$100
Summer Camp or School Vacation Weeks	\$187	\$205
School Delay Days (additional fee)	\$5	\$5
No School Days (additional fee)	\$15	\$15
Drop-In (Per day)	\$40	\$40

Drop-in days are only available for siblings of currently enrolled students and are subject to availability

A \$30 supply fee will be charged each June for children in our school aged summer program. This fee is prorated for late enrollments.

## Discounts

- Families with more than one child enrolled will receive a 20% discount off the oldest children's tuition!
- Each year we offer 2 half priced weeks of care if your family is on vacation for a full week!
- Refer a family and get a free week of tuition!

## How a non-profit childcare center helps our families!

- Rates are set by our parent run Board of Trustees
- Our mission is to benefit the children and families at our center, and the community! No funds are distributed to an owner or company. All funds are used directly to care for your children!
- We accept PFCC and other funding options

Additional Fees	Fee
One Time Registration (per family)	\$50
Deposit (per family, due on first day)-Applied towards tuition with a 2 week withdraw notice	\$100
Credit Card Processing Fee (per charge)	3%
Late pick up fee (After 6:00pm)	\$1/min

## Fee Agreement

The following is the fee agreement signed by all parents of children enrolled at WOW. All employees with children enrolled in the program will be required to sign this agreement. Please note: No staff member that is not part of the administrative team should ever have contact with parent payments. If you have any questions about this policy, please see the office

### ***Fee Agreement***

1. A non-refundable registration fee in the amount of \$50 is required to reserve a space for a child. This fee is used to hold a space for a child for two weeks after the expected start date. If the child does not start, the family may lose their reserved spot in the center.
3. A deposit fee, in the amount of \$100 per family, is due on the first day of enrollment. This fee is only refundable with two weeks, written notice, of departure from the Center. This fee will be applied to tuition costs of final two weeks tuition. Deposits will not be refunded in check form.
4. All children who enter the preschool or pre-kindergarten classroom will be charged a \$50, non-refundable, supply fee to cover extra supplies used during the year. This fee is due September 1st and will be pro-rated for children joining the classroom at other times of the year. This fee does not cover field trip costs.
5. All children in the school aged summer program will be charged a \$30, non-refundable, camp fee to cover additional supplies needed. This fee is due June 1st and will be pro-rated for children joining the classroom after June. This fee does not cover field trip costs.
6. Payments may be made by check, cash, credit card, or money order. Checks are to be made payable to World of Wonders and left in the payment box located in the front office. Receipts for payments will be issued upon request. All credit card payments will have a 3% service fee added to each transaction.
7. There will be a \$25 fee for each returned check. This fee must be paid before child can continue in the program.
8. Tuition may be paid on a weekly or monthly basis. Tuition must be paid before service is provided. Absences due to inclement weather, illness, holidays, in-service training days, or other activity will not be refunded or credited.
9. World of Wonders closes promptly at 6:00 pm. If a child is picked up after 6:00 pm the account will be charged a late pick up fee of \$1.00 a minute of care provided. This fee is due within 7 business days. Parents must call and inform the center when child is to be picked up late. If World of Wonders has not been notified of a late pick up, and a child remains after 6:30pm, the Marysville police and/or Children's Services will be contacted.
10. Each child is allotted two weeks of vacation time per calendar year. Parents notice prior to their vacation, in writing, of vacation. Tuition during vacation weeks will be charged at 1/2 the regular rate. Vacation weeks must cover a full week period (Monday through Friday) and may not be used in a child's last month of care.
11. A two-week written notice to the Executive Director is required for withdrawal from the center. If a two-week notice is not given, families will: a) be charged full two-week tuition, b) not be eligible for deposit refund
12. Delinquent payments without prior satisfactory arrangements with the Executive Director shall result in immediate withdrawal of your child from the Center. WOW reserves the right to not allow re-enrollment based on poor payment history. Accounts may be charged an additional \$25 for late payments.
13. If action is necessary to collect amounts past due on accounts, clients must assume all responsibility for all costs incurred related to collection of past due accounts, including, but not limited to, attorney fees and court costs.
14. Families will be notified as soon as possible prior to the effective date of any rate changes.
15. Other costs, such as supplemental lunch fees (\$1.50 per food item), supplemental diaper fees (\$1 per diaper), etc. will be charged to accounts if clients fail to provide appropriate items as outlines by Parent Handbook.
16. All families receiving supplemental funding, through JFS/Title XX fees are responsible for all actions to check their child in and out of center. Failure to accurately check child in and out may result in additional fees and tuition to cover childcare costs. All children with supplemental funding, as outlined above, are required to attend the center on a full-time basis (at least 25 hours per week) or they may be removed from the program. Should a family not be denied funding, at any time, they will be responsible for the full, private pay rate, as set forth by program policies.

## **Enrollment Procedures**

The Administrative Staff will provide parents with the required enrollment forms during a tour or during a family's enrollment visit. Children's records which are maintained in the administrative office are confidential.

The required State forms included in the enrollment packet are:

- A "Child Enrollment and Health Information" form,
- Child's medical statement (to be completed by a licensed physician within 30 days of enrollment)
- A copy of the Parent Handbook

Also included in the enrollment packet are:

- A supplemental enrollment information sheet
- A fee agreement
- Nutrition requirements and meal planning sheets
- A medical and dental emergency plan

All children must be registered in advance and must comply with the state regulations with regard to physical examinations and immunizations. When the enrollment forms are completed and returned, and the non-refundable registration fee in the amount of \$50.00 is paid, a starting date will be scheduled. The \$50 registration fee holds a child's place in their classroom for a period of 2 weeks. At times we can accommodate additional wait times based on enrollment numbers and open spaces, however these must be discussed with the Executive Director at the time of enrollment. For all spaces that are held for over two weeks an additional fee may be applied to the child's account.

## **Updating Enrollment Forms**

Each year, World of Wonders asks every parent/guardian to review and initial the enrollment forms for each child enrolled at the Center and update any information that has changed. Should a parent want to change any information throughout the year (phone number, address, emergency contact) we ask that you inform the office immediately.

## **Under Immunized Children**

The center will accept children who are not immunized if there is a documented religious or medical reason. However, the center will ask that the parents write and sign a waiver that states the importance of immunizations and the risk to the child who is not immunized. This statement must be approved by the Board of Trustees prior to enrollment.

Any time there is a disease present in the center that a child can be immunized for the non-immunized child will not be allowed to attend until the incubation period has expired. These time frames are listed on the Communicable Disease Chart that is posted throughout the center. This is to protect the un-immunized child from contracting the disease and to protect the center legally.

## **Attendance procedures**

World of Wonders asks that parents call the center if a child will not be coming to school that day. Parents are asked to state the reason and let the Center know when their child should be returning to school. The Center will contact parents after 3 to 5 days if a family is not heard from.

On rare occasions, if we do not hear from a family for over 2 weeks (10 business days) we may be forced to start the disenrollment process for your child.

Teachers must always mark a child's attendance on their rosters in their classrooms. If you notice that a child has not attended World of Wonders for 2 days, please inform the office so a well-check can be completed.

Teachers may only release children to parents or people on the emergency contact list. The office will inform teachers if an alternate person will be picking up a child. As each person must pass the front desk when they enter the building, the office will show alternate pickups where each child is and check identifications.

## Custody Arrangements

If a custody agreement is in effect, World of Wonders must be provided a copy of the agreement to maintain on file. A parent of a child enrolled at the Center who is not the child's residential parent shall be permitted unlimited access to the Center and have the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list must file an official court document (e.g., current restraining order, sole custody decree, divorce decree stating sole custody). Absent that document, the Center may release the child to either parent, provided that parent documents his paternity/her maternity of the child. World of Wonders will follow the most up to date court/legal paperwork for all custody arrangements.

Teachers will be informed of custody arrangements for children in their care.

## Creating a clean environment

Before children can learn, they must be healthy. As a teacher, it is your job to keep your classroom and the building clean to prevent the spread of illness.

The majority of cleaning should take place during nap time. *Please remember that if you are in a classroom floating or covering someone's break, as soon as the children are settled you are to be helping with the cleaning chart.*

In addition to cleaning your classroom each employee must do their part to keep the school clean and neat. All public and staff areas are the responsibility of the team to keep clean. Teachers must keep cubbies clean and neat at all times in addition to cleaning up after themselves in the kitchens and staff area. If you are placing any items in the staff room, they must be organized and on the shelving.

To make sure that each teacher is helping, teaching teams must split the jobs in the room and center and work with floaters to help with cleaning and organizing their rooms. In addition, regular licensing inspections will be completed on each room by administration as well as spot checks throughout the month. These inspections will impact your performance score at the time of your review. You will be provided with training and assistance if you are struggling with cleaning and organizing your classroom.

On the following page you will find a cleaning chart. At all times you should have a cleaning chart hung in/on the bathroom door. This chart is to be completed each day and turned in at the end of the week. **Cleaning charts are to be turned in each Friday to the office.** Please fill out the cleaning chart honestly as the administration will provide you with support to help you clean your room if needed.

In addition to the cleaning chart please remember:

- Clean up after yourself in staff areas. If you place items in the staff room they must be organized
- Cubbies need to be cleaned out weekly. All old papers need to be thrown away, toys sent home and cubbies sanitized and cleaned
- Spills must be cleaned up as soon as they occur-including those in public/staff areas
- Cots are to be labeled with each child's name. Cots must be washed and sanitized weekly.
- All cleaning materials-including brooms must be kept out of reach of children. Brooms may be placed in bathroom
- All cleaning bottles must be labeled with what is inside of them. In addition, they must say "bathroom/Diaper" or "Toys/Tables"
- Toilets are to be flushed after each use and checked frequently throughout the day
- Bathrooms must be checked frequently for trash on the floor and body fluid spills
- Keep diaper areas clean and organized. Your changing area/bathrooms are not a storage location.
- Keep your classroom clean and organized at all times.

- Keeping Children/Teachers Clean
- Keeping children clean also help keep them germ free. Teachers and children are required to practice good habits in order to stay healthy. Teachers must:
  - Teach children good hand washing techniques-*this includes using one pump of soap and one paper towel.* Infants' hands should be wiped at the time of diaper changing.
  - Keep faces and hands of their children clean at all times.
  - All accidents involving body fluids need to be cleaned up immediately. Clothing should be changed if soiled by body fluids. The office may be called for help.
  - Please notify the office if you notice that a child is coming to school dirty or appears not to have access to clean water/soap.
  - Follow all hand washing procedures.

## Keeping Children Safe

The following section contains different information used to keep children safe and healthy. You will find various policies and regulations that all employees at WOW must follow.

### Creating a safe environment

Children being safe is necessary to their development. It is your responsibility to keep all children safe who are in your care.

- **At no time should any child be left unsupervised (by staff or parent) while at the center.**
- To keep our school safe please be advised of the following rules:
  - There is no running in the building except during physical activity in the atrium area.
  - Children's shoes are to be tied at all times
  - Teachers must develop and use a system to transition their class from one area to the next, so children are not leaving the group. If you need help in this area, please contact administration.
  - Please review emergency information in your room about safety drills.
  - Teachers must take their emergency contact books with their classes, in addition to attendance sheets.
  - If an accident or injury occurs on premises an Incident/Injury report must be filed (more information on following pages)
  - Spray aerosols are prohibited
  - All broken furniture or toys must be reported to the office. Broken bins/toys should be immediately removed from the classroom.
  - Electrical outlets must be covered at all times (including surge protectors). All wires must be out of reach of children or secured to walls. If an outlet covers breaks
  - Teacher belongings must be out of reach of children-including those in kitchen areas.

## Toilet Training

Toilet training is the responsibility for any teacher in any room where a parent requests that their child be potty trained. It is your job to help coach parents on if their child is ready and help children be successful for potty training. On the following pages you will find information to give to parents to start potty training. Once a parent signs the forms you will be responsible for the following:

- Asking the child to sit on the potty frequently (each hour and before going outside)
- Changing their clothing each time it is soiled
- Giving positive praise for using the toilet
- Communicate clearly and honestly with parents about progress

- **Remember: no child is ever to be forced on the potty. They are never scolded or punished for accidents. Food rewards are never given for using the potty. Potty time should be a fun experience for all children.**

## Diapers

**Diapers must be checked at least every two hours to see if they are soiled in addition to anytime you notice they are soiled.** Some parents have requested that diapers be checked on a more frequent basis. When a child enters your room, you should look over all their enrollment information. On this paperwork you will see information about diapering as well as any other requests made by the family.

During diaper changes please remember the following:

- Diapers must be changed at a central diaper changing station.
- A barrier must be placed between the child and the changing surface. Diaper paper from the office is to be used. If the center is out of diaper paper, paper towels may be used.
- Disposable gloves **may** be worn during diaper changes; however, they are not required.
- Remember to have all supplies prior to starting diaper changes
- All clothing that is soiled with body fluids must be placed in a bag and out of reach of children.
- **Soiled diapers must be placed in a plastic, tied, bag prior to being placed in a covered trash can.**
- Parents must supply diapers, wipes and diaper cream. Teachers must remind parents to supply all items
- All diaper cream needs to be accompanied by a Medication Form (more information on following pages)
- Teachers should talk to children during diaper changes.
- Students and teachers must wash hands after diaper changes. Infant hands should be wiped with a damp paper towel or wipe.
- Teachers should have a Diaper Changing Guidelines for Childcare sheet posted by each changing area.

## Attendance

- All children must be marked in and out on the classroom roster/attendance form.
- On this page you must write down the time each child entered and left the room. If a child leaves the room-to attend Harold Lewis- or other activity this must be noted on the attendance form.
- **At all times teacher's attendance form should match the children in their classroom. In addition, teachers should be able to state how many children are in their class at all times. Administration will check your attendance sheets frequently, so make sure you keep them up to date.**
- Attendance sheets are to be turned into the office each Friday.
- Attendance sheets will be distributed on Monday's
- All children must be checked out at the end of the day.
- Daily Reports/Daily Sheets
- Each age group has its own daily report that is sent home to parents. On these reports you will find various items to fill out in order to inform parents of what you have been teaching the children. It is important to remember that other than a brief conversation at pick up and drop off **this is the only daily communication you will have with parents.** If your daily sheets are not filled out with detail parents may assume that you are not teaching and not providing adequate care for their child.
- Please be specific in each box of the daily sheet. On the following pages you will find blank daily sheets and example daily sheets. Please use these as a guide for filling out your forms.

## Nap/Quiet Time

For toddler, preschool and pre-kindergarten children a two-hour nap/quiet time are set aside each afternoon. This will take place from 12:30p to 2:30p. Pre-kindergarten may be assigned a shorter nap period depending on the development

of the children in their classroom. For school-age children a quiet time is set aside each afternoon. We encourage the children to rest and lie quietly. Any child who does not fall asleep after an appropriate length of time during the designated nap/quiet time shall have the opportunity to engage in quiet activities on their cot.

Each child shall be assigned an individual cot for sleeping/resting. If the use of a cot is hazardous to a child, the Center will obtain parent/guardian written permission for an alternative plan. Each child should have a small blanket and pillow for nap time. Parents are responsible for laundering blankets at least once weekly. All cots, pads, mats, or other furniture are cleaned and disinfected before reassignment to another child and after illness.

### **Procedure for reporting Child Abuse and Neglect**

According to state and local laws, all employees of World of Wonders who observe suspected child abuse or neglect will call their local Child Protective Services/Department of Job & Family Services.

**Child Protective Services (8:00 AM- 5:00 PM) 937-644-1010**  
**Sheriff (calls not during regular business hours) 937-645-4110**  
**National Child Abuse Hotline: Referral Service and Crisis Hotline:**  
**Child Help USA: 1-800-422-4453**

The staff who observe suspected abuse or neglect, or has concerns about questionable behavior, will call CPS. Child Care professionals can be held legally liable if they suspect child abuse or neglect but do not report it. If you are in doubt, you must call Child Protective Services for guidance. The CPS intake Worker will advise you on appropriate steps.

When you suspect child abuse, please follow this procedure:

Reporting staff member will immediately contact the office and tell them you need to fill out the Report of Abuse or Neglect form.

Office will give teacher leave from the classroom to fill out form as soon as possible (must be within the same workday)

All information on the form must be filled out by staff member. Reporting staff will notify Administrators of report.

Administrators may offer advice on report however it is up to the reporting staff to decide if it meets the qualifications of abuse/neglect.

Staff who observed abuse/neglect will call CPS. Intake worker at CPS will ask for specific information. CPS will determine if the call becomes an official report. Administrators may be present during the call.

Reporting staff will give report to Administrators to keep on file for future reference. This paperwork should be kept in a locked cabinet, not in the child's file. Copies may not be kept in the classroom. Should reporting staff wish to keep a copy of report, it must not be kept in the school.

The name of the involved family and child will be kept strictly confidential between the reporting person and Administrators.

Once report has been made and filed, all communications concerning the case should be referred to the Administrators unless other staff is asked to be a part of the investigation.

**Report of Child Abuse or Neglect**

**Child Protective Services (8:00 AM- 5:00 PM) 937-644-1010**

**Sheriff (calls not during regular business hours) 937-645-4110**

Child Abuse Indicators

(From [www.childhelp.org/child-abuse/](http://www.childhelp.org/child-abuse/))

<p>Physical abuse includes striking, kicking, burning, biting, hair pulling, choking, throwing, shoving, shipping or any other action that injures a child. Even if the caregiver didn't mean to cause the injury, when the child is injured, it is abuse. Physical discipline from a parent does not injure or impair a child is not considered abuse; however non-violent alternatives are always available.</p>	
<p>Physical abuse can result in: Bruises, blisters, burns, cuts and scratches Internal injuries, brain damage Broken bones, sprains, dislocated joints Emotional and psychological harm Lifelong injury, death</p>	<p>Signs of Physical Abuse in parent or caregiver: Can't or won't explain injury of child, or explains it in a way that doesn't make sense Displays aggression to child or is overly anxious about child's behavior Indicates child is not trustworthy, a liar, evil, a troublemaker Delays or prevents medical care for child Takes child to different doctors or hospitals Keeps child from school, church, clubs Has history of violence and/or abuse</p>
<p>Signs of physical abuse in a child: <b>Physical:</b> Any injury to a child who is not crawling yet Visible and severe injuries, especially when injuries are: Many, at different stages of healing On different surfaces of the body Unexplained or explained in a way that doesn't make sense Distinctive shape Frequency, timing and history of injuries (frequent, after weekends, vacations, school absences)</p>	
<p><b>Behavioral:</b> Aggression toward peers, pets, other animals Seems afraid of parents or other adults Fear, withdrawal, depression, anxiety Wears long sleeves out of season Violent themes in fantasy, art, etc. Nightmares, insomnia Reports injury, severe discipline Immaturity, acting out, emotional and behavior extremes Self-destructive behavior or attitudes</p>	
<p>Signs of sexual abuse in parent or caregiver: Parent fails to supervise child Unstable adult presence Jealous/possessive parent Sexual relationships troubled or dysfunctional Parent relies on child for emotional support</p>	<p>Signs of sexual abuse in a child: <b>Physical:</b> Difficulty sitting, walking, bowel problems Torn, stained, bloody undergarments Bleeding, bruises, pain, swelling, itching of genital area Frequent urinary tract infections or yeast infections Any sexually transmitted disease or related symptoms <b>Behavioral:</b> Doesn't want to change clothes (e.g.: for P.E.) Withdrawn, depressed, anxious</p>

	<p>Eating disorders, preoccupation with body  Aggression, delinquency, poor peer relationships  Poor self-image, poor self-care, lack of confidence  Sudden absenteeism, decline in school performance  Substance abuse, running away, recklessness, suicide attempts  Sleep disturbance, fear of bedtime, nightmares, bed wetting (at advanced age)  Sexual acting out, excessive masturbation  Unusual or repetitive soothing behaviors (handwashing, pacing, rocking, etc.)  Sexual behavior or knowledge that is advanced or unusual  Reports sexual abuse</p>
<p>Emotional abuse can include:  Rejecting or ignoring telling a child he or she is unwanted or unloved, showing little interest in child, not initiating or returning affection, not listening to the child, not validating the child’s feelings, breaking promises, cutting child off in conversation  Shaming or humiliating calling a child name, criticizing, belittling, demeaning, berating, mocking, using language or taking action that takes aim at child’s feelings of self-worth  Terrorizing: accusing, blaming, insulting, punishing with or threatening abandonment, harm or death, setting a child up for failure, manipulating, taking advantage of a child’s weakness or reliance on adults, slandering; screaming; yelling  Isolating: Keeping child from peers and positive activities, confining child to small area, forbidding play or other stimulating experiences  Corrupting: Engaging child in criminal acts, telling lies to justify actions or ideas, encouraging misbehavior</p>	
<p>Signs of Emotional Abuse in parent or caregiver:  Routinely ignores, criticizes, yells at or blames child  Plays favorites with one sibling over another  Poor anger management or emotional self-regulation  Stormy relationships with other adults, disrespect for authority  History of violence or abuse  Untreated mental illness, alcoholism or substance abuse</p>	<p>Signs of Emotional Abuse in a child:  <b>Physical:</b>  Delays in development  Wetting bed, pants  Speech disorders  Health problems like ulcers, skin disorders  Obesity and weight fluctuation  <b>Behavioral:</b>  Habits like sucking, biting, rocking  Learning disabilities and developmental delays  Overly compliant or defensive  Extreme emotions, aggression, withdrawal  Anxieties, phobias, sleep disorders  Destructive or anti-social behaviors (violence, cruelty, vandalism, stealing, cheating, lying)  Behavior that is inappropriate for age (too adult, too infantile)  Suicidal thoughts and behaviors</p>
<p><b>Physical Neglect</b>  Children need enough care to be healthy and enough supervision to be safe. Adults that care for children must provide clothing, food, and drink. A child also needs safe, healthy shelter, and adequate supervision.</p>	
<p>Examples of physical neglect:  Deserting a child or refusing to take custody of a child who is under your care</p>	<p>Emotional Neglect  Children require enough affection and attention to feel loved and supported. If a child shows signs of psychological illness, it must be treated.</p>

<p>Repeatedly leaving a child in another’s custody for days or weeks at a time</p> <p>Failing to provide enough healthy food and drink</p> <p>Failing to provide clothes that are appropriate to the weather</p> <p>Failing to ensure adequate personal hygiene</p> <p>Not supervising a child appropriately</p> <p>Leaving the child with an inappropriate caregiver</p> <p>Exposing a child to unsafe/unsanitary environments or situations</p>	<p>Examples of emotional neglect:</p> <p>Ignoring a child’s need for attention, affection, and emotional support</p> <p>Exposing a child to extreme or frequent violence, especially domestic violence</p> <p>Permitting a child to use drugs, use alcohol, or engage in crime</p> <p>Keeping a child isolated from friends and loved ones</p>
<p><b>Medical Neglect</b></p> <p>Some states do not prosecute parents who withhold certain types of medical care for religious reasons, but they may get a court order to protect the child’s life. Parents and caregivers must provide children with appropriate treatment for injuries and illness. They must also provide basic preventive care to make sure their child stays safe and healthy.</p> <p>Examples of medical neglect:</p> <p>Not taking child to hospital or appropriate medical professional for serious illness or injury.</p> <p>Keeping a child from getting needed treatment</p> <p>Not providing preventative medical and dental care</p> <p>Failing to follow medical recommendations for a child</p>	<p><b>Educational Neglect</b></p> <p>Parents and schools share responsibility for making sure children have access to opportunities for academic success. Examples of educational neglect:</p> <p>Allowing a child to miss too much school</p> <p>Not enrolling a child in school (or not providing comparable home-based education)</p> <p>Keeping a child from needed special education services</p>
<p><b>Signs of Child Neglect</b></p> <p>There is no “smoking gun” for most child neglect. While even one instance of neglect can cause lifelong harm to a child, neglect often requires a pattern of behavior over a period of time.</p> <p><b>Signs in Caregiver</b></p> <p>There is no “typical neglectful parent.” Nevertheless, certain indicators may suggest a parent or caregiver needs help to nurture and protect the child or children in their care:</p> <p>Displays indifference or lack of care toward the child</p> <p>Depression, apathy, drug/alcohol abuse and other mental health issues</p> <p>Denies problems with child or blames the child for problems</p> <p>Views child negatively</p> <p>Relies on child for own care and well-being</p>	<p><b>Signs in Child</b></p> <p>While a single indicator may not be cause for alarm, children who are neglected often show that they need help:</p> <p>Clothing that is the wrong size, in disrepair, dirty, or not right for the weather</p> <p>Often hungry, stockpiles food, seeks food, may even show signs of malnutrition (like distended belly, protruding bones)</p> <p>Very low body weight, height for age</p> <p>Often tired, sleepy, listless</p> <p>Hygiene problems, body odor</p> <p>Talks about caring for younger siblings, not having a caregiver at home</p> <p>Untreated medical and dental problems, incomplete immunizations</p> <p>Truancy, frequently incomplete homework, frequent changes of school</p>

## Receipt of Teacher Handbook-Teacher Copy

By signing the following I acknowledge that:

- I Have received the World of Wonders Teacher Handbook
- I understand that I am required to know the policies in this handbook and if I have any questions about policies that I will ask administration
- I understand that changes will be made to this handbook. Any changes will be passed out in written form by Administration. I am responsible for reading any policies. These changes will supersede any past policies and are considered immediate changes to policy that must be used.
- I understand that I must follow all policies in this handbook and if I do not follow them, I am subject to disciplinary action, up to and possibly including, immediate termination
- That I may request a copy of this handbook from the office at any time should I lose or misplace my handbook
- That upon departure from the Company, World of Wonders, I must return this handbook

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_



**Receipt of Teacher Handbook-Please return to office**

By signing the following I acknowledge that:

- I Have received the World of Wonders Teacher Handbook
- I understand that I am required to know the policies in this handbook and if I have any questions about policies that I will ask administration
- I understand that changes will be made to this handbook. Any changes will be passed out in written form by Administration. I am responsible for reading any policies. These changes will supersede any past policies and are considered immediate changes to policy that must be used.
- I understand that I must follow all policies in this handbook and if I do not follow them, I am subject to disciplinary action, up to and possibly including, immediate termination
- That I may request a copy of this handbook from the office at any time should I lose or misplace my handbook
- That upon departure from the Company, World of Wonders, I must return this handbook

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_