

Parent Handbook



(937)707-1038

info@wowchildcare.org

Executive Director: Lauren Brown

Childcare Director: Heidi Edwards

1200 Columbus Avenue

Marysville, OH 43040

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This manual is updated annually

Welcome to WOW

We're so glad you've joined our community. For more than 40 years, World of Wonders (WOW) has served children and families in Marysville, providing high-quality early childhood education in a nurturing and supportive environment. As Marysville's oldest licensed childcare center, WOW is guided by a parent-led Board of Trustees and licensed by the Ohio Department of Children and Youth (DCY).

At WOW, we believe children learn best through active exploration, meaningful relationships, and hands-on experiences. Our classrooms are designed to encourage curiosity, independence, problem-solving, creativity, and a lifelong love of learning. Through our HighScope curriculum and dedicated teaching staff, we strive to create an environment where every child feels safe, valued, capable, and successful.

We view families as essential partners in a child's education. Whether you choose to attend a board meeting, participate in a family event, visit your child's classroom, or simply stay connected through daily communication, we welcome your involvement and value your perspective. Your feedback helps us continue to grow and improve as we serve the children and families of our community.

If you ever have questions, concerns, or simply want to talk about your child's experience, please reach out to a member of our administrative team. We are committed to working alongside your family and supporting your child every step of the way.

Thank you for choosing World of Wonders. We are honored to be part of your child's journey and look forward to getting to know your family.



Lauren Brown
Executive Director
World of Wonders Child Care and Learning Center

WOW Leadership Team

Administrative Staff

- Executive Director- Lauren Brown - Lauren@wowchildcare.org
- Childcare Director- Heidi Edwards- Heidi@wowchildcare.org
- Curriculum and Inclusion Specialist: Jenna Lyle- Jenna@wowchildcare.org
- Staff Development Specialist- Taelor Combs – Taelor@wowchildcare.org

A word about this handbook

Starting at a new childcare center can be both exciting and a little overwhelming. This handbook is designed to give you a clear overview of our program, including important policies and the state licensing regulations that apply to families.

If any policies change or new information is added, we will email an updated version of the handbook to all parents and staff. The most recent version will always replace any previous policies.

If you'd like a printed copy, additional handbooks are available in the office at any time.

For a full list of Ohio Child Care licensing regulations please visit: <https://childrenandyouth.ohio.gov/families/early-care-education/child-care>

General Information

Hours and Days of Operation

Address: 1200 Columbus Ave, Marysville, Ohio 43040

Phone: (937)707-1038

Email: info@wowchildcare.org

Tax ID# 31-1160191

Days of Operation: Monday through Friday

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

Programs Offered

Program	Approximate Ages	Full Time Options	Part Time Options
Infants	6 weeks to 18 months	Available	2 and 3 day options available
Toddlers	18 months to 3 years	Available	2 and 3 day options available
Preschool	3 to 4 years	Available	2 and 3 day options available as well as options for children enrolled in other programs
Pre-K	4 years old by school cutoff date-Kindergarten	Available	2 and 3 day options available as well as options for children enrolled in other programs
Dual Enrollment (with MMA, MEVSD, or other program)	3 years through kindergarten	Available when other program is not in session	Offered when school is in session
Explorers	Children in kindergarten through 12 years old	Before and after school care, school delay days, school days off	Before or After School. 2- and 3-day summer options available.
Explorers Summer Camp	Kindergarten to 12 years old	Offered during all school breaks	2 and 3 day programs available

Holiday Closures

World of Wonders is closed each year on the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day (staff training)
- Presidents Day
- Memorial Day
- Independence Day (plus the day before or after if the holiday falls mid-week)
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve and Christmas Day

If a holiday falls on a weekend, WOW will close either the Friday before or the Monday after, depending on the calendar year.

In addition to these holidays, WOW closes twice a year for staff in-service training. Parents will receive at least 30 days' notice prior to these closures.

All holidays and training days are listed on the Center Calendar, available both at the front desk and on our website at www.wowchildcare.org. Please check the monthly calendar for updates on closures and special events.

Inclement Weather or Emergency Closures

World of Wonders rarely closes due to inclement weather or emergencies. However, if a closure is necessary, we will notify families through our parent and staff communication apps, the WOW Facebook page, and our website at www.wowchildcare.org.

In rare cases, WOW may close early due to worsening weather. In that event, parents will be notified through the same channels and must arrange for their child to be picked up within one hour or by the announced closure time.

All closure decisions are made as early as possible by the Executive Director in consultation with the Board of Trustees. These decisions take into account a variety of factors, including road conditions, snow/ice accumulation, weather forecasts from credible sources, storm trajectory, and building safety.

Snow Emergency Guidelines for Union County:

- Level 1: WOW remains open unless incoming weather is deemed dangerous.
- Level 2 (as of 4:00 a.m.): WOW will delay opening until 7:00 a.m. A final decision on closure will be made by 6:00 a.m.
- Level 3 (in effect after 9:00 p.m.): WOW will be closed the following day.

Please note: Tuition will not be refunded in the event of weather-related or emergency closures.

Americans with Disabilities Act

World of Wonders is committed to providing equal educational opportunities to qualified individuals with disabilities in compliance with the Americans with Disabilities Act (ADA) and applicable Ohio laws. We will provide reasonable accommodations, when appropriate, to allow qualified children with disabilities to participate fully in our program.

It is the responsibility of the parent or guardian to notify the Executive Director of any known disability and the need for accommodation, including but not limited to the administration of medication or specialized care. Upon notification, the Executive Director or Inclusion Specialist will meet with the family to discuss any functional limitations related to the disability and to determine what reasonable accommodations may be appropriate.

If a disability is suspected by the center, screenings will be conducted as outlined in the Screening and Assessment Policy. With parent permission, referrals to external resources may be provided. Parents are expected to follow up on referrals and collaborate with staff to ensure appropriate supports are in place for their child's success.

In certain cases, and in accordance with Ohio law, the center may request written consent from the parent or guardian to obtain additional information from a child's healthcare provider or other relevant professionals to support the accommodation process. The center will not request or use genetic information in connection with any accommodation request. All medical and personal information obtained in the course of this process will be treated as confidential and stored securely.

Children with disabilities will not be excluded from enrollment or participation in the program unless their presence poses a direct threat to the health or safety of others or themselves, or if the necessary accommodations would fundamentally alter the nature of the program or result in an undue burden on the organization.

World of Wonders Commitment to Equity

We believe that diversity, equity, and inclusion are integral to early education. Our developmentally appropriate approach supports young children in understanding themselves, others, and the diverse world around them. For questions about our approach to equity, diversity education, or developmentally appropriate practices, please contact the office.

This includes:

- Promoting every child's right to equitable opportunities and resources to help them reach their full potential.

- Collaborating with staff, families, and the Board of Trustees to build an inclusive school culture centered on individualized support and shared responsibility.
- Upholding the dignity and worth of each individual in our program.
- Helping children express comfort and joy in human diversity, recognize unfairness in a developmentally appropriate way, and build the skills to act against bias.
- Fostering relationships with children, families, and staff through kindness, empathy, and partnership.
- Creating a safe, welcoming learning environment free from fear, bias, discrimination, and other forms of exclusion.
- Implementing an anti-bias curriculum that supports children in learning about and valuing the diversity of their community and society.
- Modeling and encouraging inclusive, respectful behavior in all interactions within our program.

Starting at WOW

Preparing for your first day!

Your child's first day at WOW can be a fun and exciting experience with the right preparation. To help ensure a smooth transition, we recommend completing the following steps before your child begins attending:

By taking care of these items in advance, you'll be able to focus entirely on helping your child settle in, rather than worrying about paperwork or logistics.

- Complete all required forms online. A complete list of forms will be sent to you.
- Set up a time to visit your child's classroom, with your child and/or drop off any extra clothing/diapers or other items for your child.
- Read the book given to your child at registration.
- The night before your first day, make sure you talk to your child about WOW.
- On the morning of your first day, make sure you let your child know the routine for dropping off at WOW. Give yourself a few extra minutes to drop off on your first day!

Dropping Off

Dropping off right can lead to a wonderful first day. Make sure you plan an extra 10-15 minutes in order to transition your child and hopefully relieve first day anxiety for you and your child.



Ring the door bell on the front door. You will receive a code through the Procure app around 9:00 on your first day at WOW. You will use this code after your first day.



If you arrive before 7:00, the front desk may not have anyone to greet you. If this is the case, you will need to take your child to their classroom. Classrooms are posted on the front of the front desk. After 7:00, we can assist you with finding your child's classroom. Sometimes children will be combined into another room due to early morning staffing. If you have any questions during this time, please go to the infant room and our experienced staff members can assist you.



Remind your child that you will be dropping them off and leaving, but they are going to have a fun and great day.



Drop off your child's lunch. If your child is in an infant room, food will be taken directly to the room. If your child is in our Toddler, Early Preschool, or School aged program (summer care or days off of school) you will leave your child's lunch in one of the baskets behind the front desk. For Pre-Kindergarten friends, you can put your child's lunch directly in the refrigerator. Having your child help put their lunch away is a great transition activity!



Go to your child's classroom and touch base with the teacher. Tell them anything important that they need to know for the day. Your child's teacher will already have information about your child and a place ready for their belongings.



Help your child take off their coat/bags and wash their hands. Then help get them engaged in a classroom activity.



Once your child is calm and engaged, we recommend leaving or sitting with your child to engage in the activity.



If your child is having anxiety about staying at school, or is upset, your child's classroom teacher is trained to relieve that anxiety. We recommend reassuring your child you will be back and leaving at this time. If you are not comfortable with this, you may stay in the classroom as long as you like. World of Wonders has an open-door policy and parents are welcome in the classrooms at any time.

Required Personal Items for your First day

(more information about these items is located later in this handbook)

Food	Clothing	Other Items
Infants: Prepared bottles labeled with child's name, date prepared, and date expressed (if breast milk) Labeled food for meals and snacks, until child is eating program snacks Back up food/bottles must always be on site	Not potty trained children: 2 full outfits, including an extra pair of shoes Diapers and wipes (please bring in a full pack, we will let you know when you are running out)	Water bottle for children over 12 months of age (drinking water). This is required daily and must have your child's name on it. You must take this home each evening and wash it. Nap time items: Infants light weight blanket Sleep sack for children who cannot turn over Older children: Small pillow and blanket. Please do not bring full sized pillows. Comfort object for nap time and/or transitions <i>Please do not bring toys from home.</i>
Older children: Packed lunch (daily): 1 serving of grain, 1 serving of protein, 2 different servings of produce. Please note we cannot heat any food. All food must be prepared in a safe way. See WOW food guide for more information. Any additional food you would like to pack for snacks Milk alternative if your child does not drink cow milk (additional form must be filled out at front desk)	Potty training children: 2 full sets of clothing, plus a pair of shoes Additional pants and underwear for accidents Potty trained children: 2 full sets of clothing, including an extra set of shoes	

During the Day

All families are required to download the Procure Connect app. You will receive an invitation link on your child's first day, sent to the email address you provided at enrollment. This app is our primary tool for sharing updates about your child's day and learning experiences (see the Parent Communication section for more details). If you don't receive the email, please contact the office.

Feel free to call or check in as often as you'd like during the day. You can also message your child's teacher through Procure Connect. Please keep in mind that your child's teacher's first priority is caring for and teaching the children, so responses may not be immediate. If you need to speak with a teacher right away, we encourage you to call the office directly.

Picking Up Your Child

At pick-up, you will use the doorbell or your personal PIN through the Procure Connect app to enter the building.

Please note that in the late afternoon, children may be combined into other classrooms due to staffing needs. If your child is not in their usual room, our staff will help guide you to the correct location. These transitions follow a scheduled plan and allow us to manage staffing efficiently while keeping tuition costs lower.

We encourage you to check in with your child's teacher at pick-up for a brief update about their day. After leaving, you will receive a summary report through Procure Connect. If you have any questions or concerns, please don't hesitate to contact the office.

All persons picking up a child should have a photo ID on them. Please find more information on authorized pick ups later in this manual.

Learning and Development

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.

Educational Philosophy and Goals

At World of Wonders, we are committed to creating a safe, nurturing, and home-like environment where children can learn and grow at their own developmental pace. Our approach combines research-based practices, individualized support, and hands-on learning rooted in children's interests.

HighScope Curriculum: WOW has used an adapted version of the HighScope curriculum for over 30 years. HighScope emphasizes active participatory learning, where children engage directly with people, objects, events, and ideas. Children's interests and choices guide their educational experiences, supported by responsive teachers in the classroom and engaged parents at home.

Learning Environment: Each classroom is designed to meet the developmental needs of the children it serves. Our learning environments are warm, inviting, and intentionally organized, with labeled materials that encourage independent exploration. Classrooms support a variety of play styles, offering opportunities for both individual and group learning, even for the youngest children.

Early Literacy: Literacy is woven into every part of the day. Children are exposed to environmental print, daily Storytime, and age-appropriate literacy activities. All children participate in the Read It Again program from Ohio State University. Preschool, pre-k and summer camp students also engage in a developmentally appropriate early writing curriculum.

Plan-Do-Review: A core component of HighScope, the Plan-Do-Review process gives children ownership of their learning. Teachers build daily schedules that include large and small group times, morning meetings, and active learning blocks where children plan their activities, carry them out, and reflect on their experiences with teacher support.

Lesson Plans: Lessons are based on the interests, strengths, and needs of the children in each classroom. While some curriculum components are pre-planned, teachers customize activities to align with each child's developmental level and emerging interests. Lesson plans are posted outside classrooms and shared daily through the parent engagement app.

Hands-On Learning: Children engage in hands-on learning experiences throughout the day. They are encouraged to make choices about their own learning and are supported by knowledgeable, responsive educators who guide exploration and discovery.

Child-Informed Instruction: Instruction at WOW is guided by ongoing assessment in over 35 areas of development. Our curriculum blends the HighScope philosophy with Ohio's Early Learning and Development Standards to ensure children receive a well-rounded, personalized educational experience.

Assessments

All children below school age receive multiple developmental assessments throughout the year. These assessments help us better understand your child's growth and identify areas where additional support or enrichment may be helpful.

DECA (Devereux Early Childhood Assessment): A social-emotional screening conducted at enrollment and annually thereafter. It may be repeated during the year if ongoing behavioral concerns arise. Both parents and teachers complete the assessment. Once both are submitted, you will receive a summary of the results along with any recommended next steps.

Brigance Screening: A cognitive development screening administered at enrollment and annually. Families will receive results and follow-up information if any concerns are identified.

COR (Child Observation Record): An ongoing assessment tool that tracks development across 35+ areas. It is completed twice a year and shared with families upon completion. This assessment helps illustrate how your child is learning and growing over time through observation-based data.

If you do not wish for your child to participate in one or more of these assessments, please contact the office to complete a waiver form.

All assessment results are kept confidential and used only for internal purposes. Results are never shared with the Ohio Department of Children and Youth (DCY) or any external organization unless a parent submits a written request to do so.

Daily Activities

Daily Schedule

Throughout the day, your child will engage in a variety of activities designed to support their learning and development. The sample schedules provided below reflect the general structure of a typical day; however, classroom schedules may vary based on the needs and age group of the children.

For your child's specific daily schedule, please refer to the posting outside their classroom.

Infants

All infants at WOW have an individualized schedule to meet their daily needs. This includes feeding and sleeping times. Our teachers work with parents to make sure your child is on the schedule you desire. As your child nears 18 months of age, we will slowly transition them to a more structured classroom schedule.

- Morning-most activities are done when children are active and engaged
- Arrival-Parents touch base with teachers at this time to discuss any needs of the child, eating and sleeping times as well as any other information that may need to be passed along.
- Choice time-Children engage in learning through play with teacher encouragement
- Songs and finger plays
- Sensory
- Small group- Children work in small groups, or individually with a teacher, to promote the development of a specific skill.
- Story time/ Read it Again
- Mealtimes
- Changing times
- Afternoon
- Choice time
- Small group
- Story time
- Music and movement
- Mealtimes
- Changing times
- Departure-Parents should touch base with teachers about their child's day!

Toddlers/PK/Summer School Aged

Arrival – 7:00am	Resting on cots, Movie Time-Parents should touch base with teachers at this time
7:00am – 8:00am	Diapers, Potty, Choice Time-Engaged learning time with teacher guidance
8:00am – 8:30am	Wash Hands, Breakfast, Potty
8:30am – 9:00am	Diapers, Potty, Choice Time
9:00am – 9:15am	Morning Meeting-A time to build our community and prepare for the day
9:15am – 9:30am	Music & Movement
9:30am – 9:50am	Small Group-Teacher work with small groups of students to develop one educational concept
9:50am – 10:30am	Choice/work time-Child directed learning experiences with teacher assistance and guidance
10:30am – 10:45am	Clean up for Large Motor Time
10:45am – 11:15am	Large Motor Time
11:15am – 11:30am	Clean up, Prepare for Lunch
11:30 am – 12:00 pm	Lunch
12:00 pm – 12:15 pm	Prepare for nap, diaper changes
12:15pm – 12:30pm	Stories as children transition to cots
12:30pm – 2:30pm	Nap (School aged children do additional learning activities and large motor time)
2:30 pm – 3:15 pm	Diapers/ Potty/ Snack
3:15 pm – 3:30 pm	Afternoon Meeting/activity
3:30 pm – 4:00 pm	Large Motor Time
4:00pm – 4:15pm	Music & Movement
4:15pm – Departure	Diapers/ Potty/ Choice Time

School aged School year schedule

5:15a-7:30a	Resting on cots, Movie, Choice Time
7:30a-7:50a	Work Time Materials, Free Play, Electronics
7:30a-7:50a	Breakfast, Work Time Materials, no electronics
7:50a-8:00a	Clean Up toys
8:00a-8:15a	Morning Meeting
8:15a-8:30a	Community Helpers
8:30a	Wow Bus Departs (Navin, Edgewood, Mill Valley) Northwoods: Table toys
8:45a	Northwood departs
Arrival-4:45p	Arrive, Put away items, wash hands, snack
4:45p-5:00p	Plan for free play
5:00p-Departure	Free Play, Electronics, Movie

Nap/Quiet Time

Nap and quiet time provide children with an important opportunity to rest and recharge during the day. For toddlers, preschoolers, and pre-kindergarten children, a designated two-hour rest period is scheduled each afternoon, typically from 12:30 p.m. to 2:30 p.m., or as posted outside each classroom. For children preparing to enter kindergarten, nap time may be shortened, or stopped, based on developmental needs.

Children who do not fall asleep within a reasonable period are offered quiet activities to do on their cot.

For older, non-napping children attending WOW on full days, a one-hour quiet time is provided each afternoon. During this time, children may rest, read, or participate in other quiet, independent activities.

Each child is assigned an individual cot for resting. If a cot presents a safety concern for a child, parents may provide written permission for an alternative arrangement. All cots are regularly cleaned and disinfected, especially before being reassigned to another child.

Parents are asked to provide a small blanket and pillow that can fit inside their child's bag. These items will be sent home each Friday for laundering. Children may also bring a comfort item for nap time. However, if the item becomes disruptive (e.g., loud play, throwing), it may be placed in the child's cubby and sent home at the end of the day.

Outdoor Play Policy

Children in attendance for two or more hours will participate in daily outdoor play, weather permitting. This includes all children from toddler age and up. Infants under 12 months of age may also go outside when weather conditions are appropriate for their age and needs.

Outdoor play may be restricted or moved indoors due to inclement or unsafe weather conditions, including but not limited to: extreme temperatures (heat index or wind chill), high humidity, poor air quality (ozone or pollen levels), precipitation, thunderstorms, lightning, or high winds. When outdoor play is not possible, staff will provide alternative large motor activities indoors. Weather-related decisions will be communicated to classrooms by administrative staff.

All children should be healthy enough to participate in outdoor play if they are well enough to attend. Please ensure your child is dressed appropriately for the weather each day, including coats, jackets, hats, gloves, or mittens as needed.

Sunscreen Policy (May-August)

To help protect children from sun exposure during outdoor activities, World of Wonders requires that all children over 12 months of age use sunscreen while outside during the summer months (late May through August). A permission slip will be sent out for you to make your selection on sun protection. Additionally, you can see the front desk if you wish to use sunscreen outside of these months.

Families have the following options:

- **Provide your own sunscreen:** Parents may send in sunscreen of their choice. Please note that we use approximately ½ ounce of sunscreen per child, two or three times per day. Multiple bottles will be needed throughout the summer. Each bottle must be clearly labeled with your child's name. Sunscreen cannot be a spray on. You must also bring the same type of sunscreen all summer or you will need to fill out a new medication form.
- **Use WOW-provided sunscreen:** For a \$15 seasonal fee, your child may use the sunscreen provided by WOW. Information about the brand and ingredients of our sunscreen is available in the office.
- **Opt out of sunscreen:** If you do not wish for your child to use sunscreen, you must provide full protective clothing to be worn outside. This must include an SPF-rated long-sleeve shirt, pants, and a wide-brimmed hat. These items will remain at WOW and will be put on before outdoor play. Families choosing this option must label all clothing and ensure replacements are available if items become soiled or lost.

Please note: Children under 12 months do not go outside for extended periods and are not required to use sunscreen. However, families of infants may still select one of the options above if they wish.

Transitioning to a New Classroom

To support your child's adjustment to a new classroom, World of Wonders provides a structured transition process before moving children into the next age group. Prior to beginning this process, a Transition Agreement must be signed by the child's parent or guardian.

This agreement outlines the start and end dates of the transition period and includes a schedule of planned visits to the new classroom. It also includes individualized strategies that teachers will use to help your child adjust, as well as tips for how families can support the transition at home. A copy of the agreement is shared with both the classroom and the family.

If you would like to meet with your child's new teachers to learn more about the classroom environment and expectations, please contact the office to schedule a parent-teacher conference.

During center-wide transitions that occur in the fall, summer, or at the start of the calendar year, when entire classrooms move together, the transition period may be shorter. In these cases, families will still receive transition information in advance to help prepare for the change.

Toilet Training

Toilet training is never required for enrollment at World of Wonders. We recognize that every child develops at their own pace, and readiness for potty training varies.

When you believe your child is ready to begin toilet training, we encourage you to speak with your child's teacher to share your approach and preferences. Together, we can support your child's success with a consistent routine between home and school.

Children entering the Pre-K classroom who are not yet toilet trained will begin potty training within 30 days of transitioning, unless there is a documented developmental delay or medical condition. In such cases, we will collaborate with families to create an individualized toilet training plan.

Additional resources on our toilet training philosophy are available on our website under the WOW Families section.

Supervision

Each child enrolled at World of Wonders is assigned a primary caregiver. While our teachers work collaboratively in teams, the primary caregiver is responsible for supporting your child's individual needs, completing assessments, and helping to set and work toward developmental and educational goals.

At WOW, children are never left alone or unsupervised. Every child is kept within sight and hearing of a qualified staff member at all times. School-aged children may complete brief tasks, such as using the restroom or running an errand, on their own within the building, but must be accounted for at all times.

Parents are required to maintain supervision of their child while inside the building until the child has been brought to their classroom and checked in with a teacher. Children may not be left unattended in hallways, common areas, or classrooms.

Due to our strong supervision standards, teachers may not always be able to respond to Procure Connect messages immediately. If you need an urgent response, please call the center directly.

School-Age Supervision

School-age children may use the restroom, run a brief errand inside the building, or participate in a short-term activity that presents no physical risk without direct adult supervision, individually or in groups of no more than six children, when all licensing conditions are met.

- Children must remain within hearing distance of a child care staff member without the use of electronic equipment.
- Children in kindergarten through third grade will be checked at least every five minutes until they return to the group.
- Children in fourth grade or higher will be checked at least every ten minutes until they return to the group.
- The center must have exclusive use of the child care space being used by the children.

A school-age child may leave the center for a specific activity only with written parent permission that identifies the child, activity location, travel arrangements, start and end times, the period covered by the permission, and the parent's signature and date.

Field Trips/Routine Trips

Children in our School-Aged and Explorers programs may participate in field trips, walking trips, and other off-site special outings.

Before any child may participate in a trip of any kind, a written and signed permission form must be completed by the child's parent or guardian. This includes:

- Annual permission forms for routine walking trips or neighborhood outings.
- Individual permission forms for special or off-site field trips.
- Children will not be permitted to participate in any trip without the appropriate signed permission form on file.

Prior to departure, each child will be given an identification item such as a name-free tag, WOW identification shirt, or bracelet that includes the Center's name, address, and phone number. Children will be assigned to specific staff members for supervision, and attendance rosters will be maintained and carried throughout the trip.

Field trips will always meet state-mandated staff-to-child ratio requirements, and a minimum of two staff members will accompany the group. The following items will be brought on every off-site trip:

- Emergency transportation authorization forms for each child
- A first aid kit and working cellular phone
- Health records and treatment supplies for any child with a known health condition
- A current attendance roster

At least one staff member trained in first aid, CPR, and communicable disease management will be present on all trips.

Monthly emergency evacuation drills will be conducted with children who participate in vehicle transport.

Documentation of each drill, including the date, time, and staff involved, is maintained in the administrative office.

In the event of a WOW bus issue, children may be transported in pre-approved staff vehicles that meet all safety and licensing requirements.

Behavior Management

Appropriate Language, Media, and Behavior

Employees are prohibited from exposing children to inappropriate language, media, or behavior. All language, music, videos, electronic content, printed materials, and staff conduct used in the center must be appropriate for the ages and developmental levels of the children present. Profanity, sexually explicit content, graphic violence, harassment, discrimination, intimidation, and other conduct that could reasonably be harmful or frightening to children are not permitted.

Behavioral Concerns

At World of Wonders, we are committed to creating a nurturing, supportive classroom environment that helps children develop emotional resilience and positive social skills. Our teaching staff takes a proactive approach to behavior by engaging with children at their level, guiding them toward appropriate choices, and modeling strategies for emotional regulation and problem-solving.

If a child becomes upset, our staff responds with comfort, empathy, and support. When appropriate, a child may be offered time in a designated quiet area to help them calm down, regain self-control, and rejoin classroom activities when ready. These moments are used to teach healthy ways of navigating big emotions and everyday challenges.

In situations where a child's behavior presents a safety concern to themselves, peers, or staff, the child may be briefly removed from the classroom for a one-on-one conversation with a staff member. This provides an opportunity for the child to de-escalate, reflect, and prepare to safely return to the group.

We value partnership with families and strive to work collaboratively to support each child's emotional and social development. Our ultimate goal is to maintain a safe, inclusive, and respectful learning environment for all children.

Communication about behavioral concerns

At World of Wonders, we understand that many behaviors are a natural part of a child's developmental journey. Our goal is to guide children through these stages by teaching effective communication, self-regulation skills, and problem-solving strategies, all while maintaining a safe and positive environment for everyone.

When behavioral concerns arise, we respond based on the severity and developmental appropriateness of the behavior:

Minor or developmentally expected behaviors: These may be shared with you through the Procure Connect app as brief updates. We encourage families to follow up with their child at home to reinforce learning and communication.

Moderate concerns: These will be addressed in person at pick-up time to allow for open communication and partnership between families and staff. Our goal is to keep you informed so you can continue the conversation with your child that evening.

Major concerns: For recurring behaviors, incidents that pose a risk to others, or those that fall outside typical developmental patterns, you will receive a written behavior report outlining what occurred and the steps being taken to support your child.

If challenging behaviors persist, we may recommend a developmental screening or schedule a meeting to discuss strategies for support at home and in the classroom.

Families are always welcome to reach out with questions or concerns. For individualized support, please contact our Curriculum and Inclusion Specialist, who can assist in developing a tailored behavior support plan to meet your child's needs.

Field trip behavior management

To ensure the safety and enjoyment of all children during off-site activities, World of Wonders maintains clear expectations for behavior on field trips and while being transported in WOW vehicles.

If a child acts inappropriately, engages in a behavioral incident, or displays unsafe behavior during a field trip or while being transported on the WOW bus, they will be required to sit out the next two field trips.

If a child has three or more behavioral incidents during field trips or transportation, they will no longer be permitted to participate in field trips for the remainder of the summer session.

These guidelines help us maintain a safe environment and ensure that all children can enjoy group outings. We appreciate family support in reinforcing expectations and discussing appropriate behavior before trips.

Ongoing behavior concerns

While World of Wonders is committed to supporting the growth and development of every child, there may be times when a child's individual behavioral or developmental needs require a level of support that exceeds what can be provided in a group care setting. As a center with a specific educational philosophy and staffing model, we recognize that our environment may not always be the best fit for every child.

When concerns arise, we use a collaborative, strengths-based approach to support the child and family. Our process may include:

- DECA and Brigance assessments, combined with ongoing teacher observations
- Individualized behavior support plans created with input from parents, teachers, and the Curriculum and Inclusion Specialist
- Referrals to outside agencies for developmental or behavioral support services
- Parent-administration meetings to discuss progress, strategies, and next steps

In many cases, when families act promptly on referrals and partner closely with our team, we are able to develop an effective, individualized plan that allows the child to thrive within our program.

If, after exhausting available strategies and supports, it is determined that we are unable to meet a child's needs within our setting, we will work with the family to identify alternative care options and make referrals to programs better suited to the child's needs.

School Aged Behavior Policies

At World of Wonders, we believe all children deserve a safe, supportive space to learn and grow. We understand that behavior is a form of communication and that some children need additional guidance and support. However, our approach to behavior management for school-aged children (typically age 5 and older) differs from our approach with younger children due to their increased capacity for self-regulation, understanding of social expectations, and responsibility for their actions.

In a group setting, the physical and emotional safety of all children and staff is our top priority. As children grow, they are expected to demonstrate more independence, problem-solving skills, and awareness of how their actions affect others. This policy outlines the structure, boundaries, and intervention strategies we use to maintain a safe and positive environment in our school-aged program.

Core Beliefs

- All behavior is communication.
- Children do well when they can.
- We are committed to working with families to understand and address the root causes of behavior.
- We do not label children as "bad," but we do set firm and consistent boundaries to protect the community.

Behaviors That Require Immediate Attention

The following behaviors, when displayed by school-aged children, are not considered developmentally typical and will trigger an immediate response:

- Intentional hitting, kicking, biting, or other physical aggression toward peers or staff
- Verbal threats, including death threats
- Destruction of property
- Elopement (running away from staff or the building)
- Unsafe or aggressive use of materials with intent to harm

Daily Cut-Off Procedure

To maintain a safe and structured environment:

- If a child has two major behavior incidents in a single day, they will be sent home for the remainder of the day. A parent/guardian must meet with an administrator at pick-up to discuss next steps.
- If a child displays behavior that is severely unsafe or unmanageable, they may be sent home immediately following the first incident.

Ongoing Behavior Support and Limits

We are committed to helping children with behavior challenges succeed through collaborative planning and consistent communication. However, continued unsafe behavior requires structured intervention:

- A Behavior Support Meeting will be held with the family after each instance a child is sent home due to behavior.
- If a child is sent home three times within a 30-day period, a 3-day suspension will be issued, and a formal Behavior Plan will be implemented.
- If unsafe behavior continues after a suspension and implementation of a Behavior Plan, and we determine that a safe environment cannot be maintained, the child may be disenrolled from the program.

Suspension and expulsion from the center (All ages of children)

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 too great, immediate dismissal from the program may be necessary (expulsion) or under some circumstances a short suspension from the center may be warranted. If a child is suspended multiple times the center will consider expulsion.

In these scenarios parents will be notified by phone or email to come to the center and meet with an administrator. Parents will be provided with a written report and options regarding care and referrals will be discussed. All suspension and expulsions decisions are made by the Executive Director.

General Parent Information

Attendance

To ensure safety and clear communication, each parent or guardian is required to check in directly with their child's teacher both at drop-off and pick-up. Children may not enter a classroom until a parent has made contact with the teacher present. Once a child is in the teacher's care, or leaves for the day, the teacher will record the child's check-in and check-out times.

If your child will be absent due to illness, an appointment, or any other reason, you must notify WOW in advance. Please use the Student Absence Form available on our website under the WOW Families section to report absences.

All children are required to arrive at WOW by 10:00 a.m. unless they have a note from a medical provider or outside agency documenting a morning appointment. Please notify the office in advance if your child has an appointment and will be arriving late.

Children enrolled in the school-aged program must arrive before the bus departs for school or field trips. If a child arrives late and their group has already left the building, care may not be available for the remainder of the day.

Late Pick-Up Policy

World of Wonders closes promptly at 6:00 PM. All families must arrive by 5:55 PM to ensure their child is picked up and exited from the building by closing time.

Any child who remains in care past 6:00 PM will incur a late fee of \$5 per minute, per child. This fee must be paid in full within 7 business days.

If your child will be picked up after 6:00 PM due to an emergency or unavoidable delay, you must notify the center in advance. If no notice is provided, we will begin contacting parents and emergency contacts immediately at 6:00 PM.

If we have not heard from a parent or emergency contact by 6:30 PM, and the child remains in our care, we are required to notify Children's Services and/or the Union County Sheriff's Office to ensure the child's safety.

Frequent late pick-ups without prior notice are not acceptable. If a child is picked up late on three or more occasions without prior approval from the administrative team, the family will be required to adjust their daily pick-up time to no later than 5:45 PM moving forward.

Continued late pick-ups after this adjustment may result in dismissal from the program, at the discretion of the Executive Director.

Student Schedules

At World of Wonders, it is essential for every family to have a current schedule on file to ensure we can staff appropriately and provide the best care and services to your children. The following policy outlines our scheduling requirements and associated fees for extended care and schedule changes.

Daily Scheduling Limits

Each family may schedule care for up to 10 hours per-day. Families that use more than 10 hours of care a day will be charged a fee that is outlined in our payment agreement.

Early Drop off

If you plan to drop off your child more than 30 minutes before your expected time, the center needs at least a 24-hour notice, if at all possible, to adjust staffing.

Emergencies

In the event of an emergency, if the center is notified ahead of time, fees for extended care may be waived.

School aged Transportation

World of Wonders provides transportation to and from all Marysville schools. If your child attends Northwood or Creekview, you must contact the Marysville School District Transportation Office to arrange transportation to and from WOW. Please ensure these arrangements are made prior to the first day of school.

Children must arrive at WOW by 8:15 a.m. each morning in order to ride WOW transportation. Late arrivals may not be transported to school.

If your child will not be riding the WOW bus back from school, you must notify the center by 3:00 p.m. that day. WOW cannot leave the school until all children are accounted for. Failure to notify the center of your child's absence will result in a \$10 no-call transportation fee, which will be added to your account. There are no warnings or exceptions for this fee.

All transportation is provided using inspected vehicles operated by trained and certified WOW staff. Safety is our highest priority during all transportation services.

When an Expected Child Does Not Arrive

If a child scheduled to arrive at WOW from school, transportation, another program, or another activity does not arrive as expected, staff will immediately:

- Check attendance records, the child's schedule, and available transportation information.
- Contact the school, program, transportation provider, or responsible adult, as applicable, to determine the child's location.
- Contact the child's parent or guardian and, if needed, the child's emergency contacts.
- Notify administration and contact law enforcement or emergency services if the child's location cannot be promptly confirmed or there is reason to believe the child may be in danger.

Families must notify WOW when a child will not use scheduled transportation or will not arrive as expected.

Teacher Child Ratios and Group Sizes

World of Wonders uses the State of Ohio guidelines to maintain appropriate teacher/child ratios. Additional staff are available on site at all times, which often make our ratios lower than State guidelines. Below you will find the state guidelines for ratios within a childcare setting.

Staff/Child Ratios, Age Grouping and Maximum Group Size

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

Parent Involvement

Daily Communication

World of Wonders uses the Procure Connect app to keep families informed about their child's day. This platform allows teachers to share daily reports, photos, and messages directly with parents or guardians.

Daily reports are completed for all infants, toddlers, preschoolers, and pre-kindergarten students in attendance. These reports are personalized and provide insight into your child's day, including learning activities, meals, rest time, and more. If your child is absent during a scheduled activity, that section may not appear in the report.

Photos and updates may be shared throughout the week but are not guaranteed daily. Our teachers prioritize engaging directly with the children, so we appreciate your understanding if responses to messages are delayed. For time-sensitive concerns, please call the office directly.

All families are required to enroll in the Procure app. Once your child begins care, you will receive an invitation email at the address provided during enrollment. Please keep your contact information up to date and notify the office if you need help accessing the app or updating your account.

Parent Contact Information

Parent contact information will not be released by WOW for any reason. If you wish to contact another parent, please see our front desk. We will pass along a note to the other parent.

Parent/Teacher Communication

At World of Wonders, we value open communication and strong partnerships between families and staff. However, please remember that a teacher's first priority during the day is the care and supervision of the children in their classroom. For this reason, we ask that parents refrain from having extended conversations with teachers during drop-off or pick-up times.

If you would like to have a longer discussion about your child's progress, behavior, or classroom experience, please contact the office to schedule a parent-teacher conference.

Formal parent-teacher conferences are also offered twice a year, at the end of each Child Observation Record (COR) assessment period, and any time your child transitions to a new classroom.

If you have questions, concerns, or would like to discuss a specific issue, please direct those matters to the administrative team. This ensures that classroom instruction is not disrupted and allows us to fully support your family's needs in a timely and confidential manner.

Parent Code of Conduct

To ensure a safe, respectful, and positive environment for all children, families, and staff, parents and guardians are expected to follow the guidelines outlined below. Failure to comply with these expectations may result in immediate termination of care at the discretion of the Executive Director.

- **Respect for Staff and Children:** Parents must treat all staff and children with respect and courtesy. Inappropriate language, shouting, aggressive behavior, or harassment of any kind will not be tolerated.
- **Interactions with Children:** Parents may not discipline, correct, or engage in play with children who are not part of their own family. At no time should a parent address another child's behavior or make physical contact with any child other than their own.
- **Collaboration with Staff:** Parents are expected to work cooperatively with teachers and administration to support their child's development. Classroom concerns should not be addressed directly with teaching staff while they are supervising children. Instead, all concerns must be brought to the administrative team to ensure they are handled appropriately and without classroom disruption.
- **Communication:** We encourage open, honest communication. Please inform the administrative staff of any concerns regarding your child, their classroom experience, or the overall program. Also inform us of any significant changes in your child's behavior or routine that may affect their care.

- Confidentiality: Families must respect the privacy of all children, staff, and other families. Do not take photographs of other children or staff without explicit permission. Please refrain from discussing other children or families with staff or other parents.
- Health and Safety Standards: Parents are expected to follow all center health and safety protocols. This includes:
 - Not entering the center while visibly ill or under the influence of substances
 - Not bringing substances into the building
 - Practicing good hygiene and modeling safe behavior
 - Wearing a mask if sick or opting for curbside pickup (available upon request by calling the office)
- Conflict Resolution: Any concerns, grievances, or disagreements must be brought directly to the administrative staff. Parents may not discuss program-related issues with other staff, children, or families.

Safe and Respectful Environment Policy (Staff and Visitors)

To maintain a professional and child-appropriate environment, vehicles or clothing displaying profanity or offensive language are not permitted on the premises. Individuals who violate this policy may be asked to leave and could be restricted from entering the property in the future.

Parent Participation

At World of Wonders, we believe that family engagement is essential to a child's development and to the overall success of our program. We strive to create a welcoming environment where parents feel informed, involved, and supported.

- Orientation: All families interested in enrolling at WOW will meet with the Executive Director or a member of the administrative team for an orientation. During this session, we will review the program's philosophy, policies, and procedures to ensure a smooth start.
- Special Events: Throughout the year, WOW hosts a variety of events and activities for families, including open houses, holiday parties, educational programs, and community-building celebrations. These events provide opportunities for families to connect and engage with the program.
- Classroom Activities and Volunteering: Individual classrooms may host special events such as birthday celebrations, holiday parties, and field trips. Parents are encouraged to volunteer and participate whenever possible. Sign-up sheets for volunteer opportunities are posted outside classrooms, and updates are included in the monthly newsletter.

Newsletters

Our Monthly Center Newsletter, sent via the Procare app, includes information about upcoming events, classroom highlights, parenting articles, and messages from the Executive Director.

Classroom Communication: Important announcements, communicable disease notices, and other classroom-specific updates are posted outside each classroom. Parents should check this area regularly to stay informed.

Board Involvement

All parents are encouraged to attend Board of Trustees meetings, which are held regularly and posted in the monthly newsletter and online. These meetings offer a chance to learn more about the program and explore additional ways to get involved. If you are interested in formally joining the Board, please see the office for an application.

Open Door Policy

World of Wonders maintains an open-door policy for all enrolled families. Custodial parents or legal guardians have the right to unlimited access to the center during operating hours for the purposes of visiting their child, evaluating the care provided, or observing the environment.

Parents who are not the child's residential parent are also granted equal access rights unless restricted by a court order. Any legal documentation limiting access must be provided to the Executive Director and kept on file.

For the safety of all children and staff, all parents and visitors must report to the office and sign in upon entering the building. This helps us maintain a secure and respectful environment for everyone.

Grievance Policy

At World of Wonders, we value open communication and aim to resolve concerns in a timely and respectful manner. If you have a concern, please direct it to the Executive Director as soon as possible so we can work together toward a prompt and satisfactory resolution.

All grievances between a parent/guardian and the center will be addressed using the following procedure:

1. Initial Discussion: The concern should first be discussed directly with the Executive Director. If the Executive Director is unavailable, a Complaint Form may be completed at the front office and placed in a sealed envelope for confidential delivery.
2. Written Statement (if needed): If the concern is not resolved after initial discussion, the parent/guardian should submit a written description of the issue, including any proposed solutions, to the Executive Director.
3. Response Time: The Executive Director will respond either in writing or through a scheduled meeting within five (5) business days of receiving the written grievance.
4. Concerns Involving the Executive Director: If the grievance involves the Executive Director directly, parents may bypass steps 2 and 3 and proceed directly to the next step.
5. Escalation to the Board of Trustees: If the issue remains unresolved, a written request may be submitted to the Board of Trustees at board@wowchildcare.org.
6. Final Review: The Board will review the grievance and provide a final decision. The decision of the Board of Trustees is considered final.

Health and Safety

WOW Parent Camera Policy

World of Wonders is committed to the safety, security, and privacy of every child in our care. For this reason, security cameras are installed in all classrooms and in the lobby. These cameras allow administrative staff to review events and enhance the overall safety of the center.

Cameras operate continuously during business hours unless a temporary technology issue occurs. Cameras are not installed in areas where privacy is expected, such as diaper changing areas or restrooms.

To protect the privacy of children and families:

- Camera footage is not publicly available and may only be accessed by authorized administrative staff.
- Footage is reviewed only on an as-needed basis.
- Parents do not have live access to camera feeds.

However, parents may request to view camera footage involving their child by submitting a written request to the office. Requests will be reviewed and responded to within 24 hours. Please note the following guidelines for footage review:

- Footage is stored for five (5) days only.
- Viewing must take place on-site in the administrative office.
- Footage may be edited or blurred to protect the identity and privacy of other children.
- The release and availability of footage is at the discretion of the Executive Director and may be denied if viewing the footage would violate the privacy rights of other children or families.

Security and Authorized Access

Access to World of Wonders is limited to parents and guardians of enrolled children, authorized pick-up persons, employees, approved volunteers, and other authorized visitors or service providers.

- Exterior doors remain secured. Families may enter using their assigned Procure access PIN or by using the doorbell and waiting for staff assistance.
- Access PINs may not be shared. Staff will not admit an unknown or unauthorized person into the center.
- Visitors and service providers must report to the office, sign in when required, and remain in approved areas.
- A photo ID may be required before a child is released or an unfamiliar authorized person is permitted beyond the entry area.
- Custodial parents and legal guardians retain unlimited access for the purposes permitted by law but must notify the office or administrator when entering the center.

Social Media and Child Privacy

World of Wonders may share photographs, videos, classroom activities, or program information through center-approved communication platforms, websites, and social media accounts only in accordance with the permissions provided by a child's parent or guardian.

- A child's image or identifying information will not be published by the center without applicable parent or guardian permission.
- Employees may only publish center-related content through accounts and platforms authorized by World of Wonders and may not post identifiable information about children on personal social media accounts.
- Families and visitors may not photograph, record, or publish information about children other than their own without permission.
- Questions or requests to change a child's photo or media permission should be directed to the administrative office.

Delivery and Release of the Child

To ensure the safety and security of every child, the following procedures must be followed at drop-off and pick-up:

Arrival: Each child must be brought directly to their teacher upon arrival. Under no circumstances may a child be dropped off outside the building or left unattended in the hallway or outside the classroom, this includes school-aged children.

Check-In/Out: Parents or guardians must personally check in with the child's teacher at both drop-off and pick-up to ensure the teacher is aware of the child's arrival or departure.

Authorized Pick-Up: Children will only be released to parents or individuals listed on the child's authorized pick-up form. Authorized individuals must be 16 years of age or older. Any changes to the pick-up list must be submitted in writing and in person to the office. For your child's protection, anyone picking up will be required to show valid photo identification.

If the parents have a custody agreement this must be provided to the center in order to assist in upholding the agreement.

Vehicle and Transportation Safety

Per state law, children must be properly restrained in car seats or seatbelts that meet all legal safety requirements.

Children may not be left unattended in vehicles at any time, whether the car is running or not.

No vehicle may be left running and unattended in the WOW parking lot at any time. This policy applies during both drop-off and pick-up.

If a child is observed being left unsupervised in a vehicle or improperly restrained, WOW is legally required to report this to Children Services.

Impaired Pick-Up Policy

If a staff member has reasonable cause to believe a parent or guardian is impaired (due to alcohol, drugs, or other safety concerns), the individual will be asked to:

Leave the premises by taxi or rideshare

Arrange for another person listed on the authorized pick-up list to retrieve the child

If a parent insists on transporting their child while impaired, emergency services will be contacted immediately, as required by law.

Concealed Weapons Law

In accordance with the Ohio Revised Code, and to ensure the safety of all children, staff, and families, no person shall knowingly possess, control, convey, or attempt to convey any deadly weapon or dangerous ordnance onto World of Wonders property, unless otherwise authorized by law.

This includes, but is not limited to: firearms, knives, explosive devices, or any object intended to cause harm.

Violations of this policy will result in immediate notification of law enforcement and may result in the termination of care and/or restricted access to the premises.

Procedures for Emergencies and Accidents

While every effort is made to provide a safe environment at World of Wonders, accidents and emergencies can still occur. Our staff are trained to respond quickly and appropriately, following all required safety procedures. We encourage parents to review the following policies and to keep contact information up to date in case of an emergency.

- Staff Training & Preparedness
- All WOW staff employed for more than 90 days are certified in:
 - First Aid and CPR
 - Child Abuse Recognition and Prevention
 - Communicable Disease Prevention
- At least one staff member with these certifications is on-site at all times.

Emergency Plans

Emergency plans for medical, dental, and general emergencies are posted in each classroom and throughout the building. These plans outline step-by-step procedures staff will follow in case of an emergency. A full Emergency and Disaster Plan is available at the front office for parent review.

Fire, Tornado, and Building Evacuation

In the event of a fire or tornado, children will evacuate to the designated location posted in their classroom's emergency plan. If evacuation from the building is necessary due to fire, severe weather, or loss of utilities (power, heat, or water), parents will be notified of the emergency destination via our communication system.

Environmental Threats or Acts of Violence

In the unlikely event of an environmental threat or threat of violence, staff will:

- Secure children in the safest possible location
- Contact and follow the directions of local authorities
- Notify parents as soon as it is safe to do so
- Provide a written incident report to families

Responding to Illness or Injury

Minor injuries or illness: Staff will administer basic first aid and provide comfort.

Moderate injuries or illness: Parents will be contacted immediately to determine the next steps.

Serious or life-threatening incidents: EMS will be called, parents will be notified right away, and a staff member will accompany the child to the hospital with available health records. Staff may not transport children in personal vehicles.

Incident/Injury Reports

A written Incident/Injury Report will be provided the same day if any of the following occur:

- An illness, accident, or injury requiring first aid
- A bump or blow to the head
- Emergency squad transportation
- Any unusual or unexpected event jeopardizing a child's safety

If emergency transportation is required, the report will be provided to the parent or person picking up the child on the day of the incident. The center will also notify DCY through the Ohio statewide licensing system by the end of the next business day if a general emergency, serious incident, or injury occurs, per licensing regulations.

Emergency Drills

To help children feel confident and prepared:

- Fire drills are conducted monthly
- Weather emergency drills are conducted monthly from March through September
- Emergency/lockdown drills are conducted during each quarter of the calendar year

All drills are made into positive, age-appropriate learning experiences.

First Aid Kits

First aid supplies are available in the lobby, on playgrounds, and are brought on all field trips.

Emergency Medical Authorization

Parents must complete an Emergency Medical Authorization Form upon enrollment. This form is kept on file and must be updated whenever your contact information changes. Please note that WOW reserves the right to deny care if consent for emergency medical transportation is not granted.

Emergency Transport

In the event that a child requires hospital care, WOW will contact emergency medical services (EMS) to arrange transportation. Emergency squads are the only authorized means of emergency transportation used by the center; staff members are not permitted to transport children under any circumstances.

Each child must have a completed Emergency Medical Authorization Form on file at the time of enrollment. This form provides necessary consent for emergency medical transport and treatment.

World of Wonders reserves the right to deny enrollment or continued care if a parent or legal guardian does not grant consent for emergency transportation to a medical facility.

Management of Illness

World of Wonders is committed to providing a clean, healthy, and safe environment for all children. While we understand that illness is sometimes unavoidable, we rely on families to partner with us in preventing the spread of communicable diseases.

Daily Health Checks and Exclusion

All children are observed for signs of illness upon arrival. If your child shows symptoms of a communicable disease, they will not be permitted to stay at the center. Please do not bring your child to WOW if they are sick, as ill children will be sent home immediately.

A child will be discharged to a parent or emergency contact if they exhibit any of the following symptoms:

- Fever of 100.1°F or higher, taken with a forehead scanner
- Diarrhea (three or more loose stools in a 24-hour period)
- Severe or persistent coughing (causing redness or a whooping sound)
- Rapid or difficult breathing
- Yellowish skin or eyes
- Red or swollen eyes with thick discharge, matted lashes, or signs of conjunctivitis
- Untreated skin patches, unusual rashes, or spots
- Unusually dark urine or gray/white stools
- Stiff neck with an elevated temperature
- Evidence of lice, scabies, or other parasitic infestation
- Vomiting more than once, or with other signs of illness
- Sore throat or difficulty swallowing
- Any other symptom indicating a possible communicable disease

Reporting and Return-to-Care Guidelines

If your child is absent due to illness, you are now required to submit a Sick Child Report Form, available on our website under the WOW Families section.

If your child is sent home sick from WOW, they may not return the following school day and must be symptom-free for at least 24 hours without the use of medication.

Children who become sick at home may return after being symptom-free for 24 hours.

For illnesses occurring Monday through Thursday, your child must stay home the next school day.

Children diagnosed with a communicable disease by a physician must also remain home the following school day, and in some cases, longer depending on state exclusion guidelines. Please email info@wowchildcare.org and submit the Sick Child Report Form to confirm diagnoses and return dates.

Children must be well enough to fully participate in daily classroom and outdoor activities. Due to licensing regulations and staffing ratios, we are unable to keep sick children indoors or separate from their assigned group.

Isolation and Cleaning Procedures

If a child becomes ill during the day:

They will be isolated within sight and sound of a staff member until they are picked up.

All cots, linens, and materials used will be disinfected before reuse.

Exposure Notifications

Parents will be notified via the Procure app if their child has been exposed to a communicable illness. A Communicable Disease Chart is posted near the Executive Director's office for reference.

For the current WOW COVID-19 policy, please see the front office.

Under Immunized Children

World of Wonders follows state guidelines regarding childhood immunizations. While immunizations are strongly encouraged for the health and safety of all children, the center will accept children who are not immunized or are on a delayed schedule if there is a documented religious, philosophical, or medical exemption.

Parents must disclose any delayed or incomplete immunization status to a member of the administrative team during the enrollment process. In these cases:

Parents are required to sign a waiver acknowledging the importance of immunizations and the potential health risks to their child.

All waivers are reviewed by the World of Wonders Board of Trustees prior to enrollment approval.

In the event of a communicable disease outbreak within the center involving an illness that has an available vaccine, unimmunized children will not be permitted to attend until the full incubation period has passed, as listed on the Communicable Disease Chart posted near the front office.

This policy is designed to protect the health of all children and staff, while also fulfilling our legal obligations and supporting informed parental choice.

Administration of Medication, Food Supplements, or Modified Diets

To ensure your child's health and safety, all medications and medical needs must be properly documented and handled in accordance with licensing regulations and World of Wonders policies.

Medication Administration

Parents must notify the office of any medications their child will require during the school day prior to enrollment or as needed. This includes:

- Prescription medications
- Over-the-counter medications
- Lotions, diaper creams, lip balm, hand sanitizer, sunscreen, etc.

Medications will only be administered after a parent completes a Request for Medication Form, available in the office. All sections of the form must be completed, and the medication must be handed directly to the office. Medications will be stored in a secured, child-inaccessible location.

Important Reminders:

- Medications may NOT be stored in a child's cubby, backpack, or personal belongings, this includes items like hand sanitizer for school-aged children.
- All prescription medications must be in the original container and administered according to the label or written instructions from a physician.
- Over-the-counter medications will only be given according to the label instructions unless a physician provides written instructions on the Request for Medication Form.
- Over-the-counter medications will not be administered for more than three days without written authorization from a physician.

Self-Carried Medications – School-Aged Children

School-aged children may carry and self-apply topical medications and may keep life-saving medications (such as inhalers) on their person at all times. However, these medications must still be reported to the office prior to use, and appropriate documentation must be completed.

Dietary Restrictions and Supplements

If your child requires a food supplement or medically modified diet, state regulations require written documentation from your child's physician on the appropriate form.

If your child's dietary restrictions are based on religious or moral grounds, please speak with the office to document these needs.

Medical Procedures

If your child requires any onsite medical care or medical procedures, a Medical Care Plan must be completed in the office. Parents are also required to provide training to staff on how to administer the procedure before it can be implemented at the center.

Reporting Suspected Child Abuse or Neglect

In accordance with Section 2151.421 of the Ohio Revised Code, all staff members and administrators at World of Wonders are mandated reporters. This means they are legally required to immediately report any suspicions of child abuse or neglect to the appropriate authorities.

Reports are made directly to the Union County Children's Services Agency, which is responsible for investigating each case.

All WOW staff members are trained in the prevention, recognition, and reporting of child abuse and neglect. Our highest priority is to ensure the safety, well-being, and protection of every child in our care.

Meals and Snacks

World of Wonders is committed to providing children with nutritious snacks and ensuring safe, healthy eating practices throughout the day. Parents are responsible for sending a lunch that meets the required nutrition guidelines. All dietary modifications must be documented with the appropriate medical forms.

Snacks

WOW provides:

- A morning snack that includes a bread or bread alternative (e.g., cereal or muffin) and milk
- An afternoon snack that includes at least two food groups from the four basic food categories
- The monthly snack menu is posted outside the kitchen and throughout the center.

If preferred, parents may send alternative snacks for their child instead of center-provided options.

Packed Lunches

Parents must pack a nutritious lunch for their child each day that includes:

- A protein source
- A bread or bread alternative
- Two servings of fruits and/or vegetables
- WOW provides 1% milk at lunch for children over 24 months and whole milk for children 12 to 24 months. Children under 12 months must have breast milk or formula provided by the parent/guardian.

Important Notes:

If a lunch is missing a required food group or includes unsafe/choking hazards, WOW will provide supplemental food to meet licensing guidelines.

A \$1.50 per item fee may be charged for each supplemental food item added.

All foods must be cut into bite-sized, safe portions. If staff must modify foods to meet safety requirements, supplement fees will apply.

Milk and Formula

For infants under 12 months, parents must provide either breast milk or formula.

If a parent wishes to serve cow's milk to a child under 12 months, a medical form signed by a healthcare provider is required.

For children 12 to 24 months, WOW provides whole milk (vitamin D fortified).

For children over 24 months, WOW provides 1% milk (vitamin D fortified).

Milk Alternatives

Parents wishing to provide milk alternatives (e.g., soy, almond, oat milk) must complete the required paperwork in the office.

Parents are responsible for supplying all milk substitutes.

If a child must eliminate an entire food group for medical reasons, additional documentation from a healthcare professional may be required.

Juice Policy

WOW does not regularly serve juice.

Only 100% fruit or vegetable juice may count toward fruit/vegetable requirements when served.

Dietary Restrictions and Supplements

If your child requires a special diet or food supplement, a written statement from a licensed physician must be submitted using state-required forms, available in the office.

If dietary modifications are based on religious or moral beliefs, please speak with the office to ensure proper documentation is on file.

World of Wonders

Lunch packing tips for parents

Dear WOW Parents,

Based on the parent survey results, we have created this information packet for our families so they better understand our food program, give them ideas on how to pack lunches, and give reasoning for our rules.

If you have any questions after looking through this information, please do not hesitate to stop by the front desk or email us at info@wowchildcare.org

Commonly asked questions

- **Why do parents need to pack lunches?**
 - World of Wonders does not have the correct level of food licensure to make our own lunches for the children. We are unable to obtain a higher level of licensure due to a variety of building limitations (plumbing, space) and cost reasons (a large increase in tuition would be needed to upgrade our facility to make lunches). Additionally, a majority of parents would rather pack fresh food from home, instead of their child eating a mass prepared meal that may not align to their child's specific food preferences.
- **Why do we have to pack minimum amounts and food groups?**
 - Ohio childcare licensing sets the rules for amounts packed and food groups that need to be packed. If you need assistance coming up with ideas for specific food groups, check this packet, or stop by the front desk.
- **Why can't you heat lunches?**
 - There are a few reasons that we cannot heat lunches. One is that we have over 145 children enrolled and we would not be able to heat the lunches due to various limitations. The second is that our food license does not allow us to heat food.
- **Why do you serve the breakfast and snacks you do?**
 - There are many budgetary restrictions on the food we do serve. As we do not want to increase tuition more, we look for budget friendly ways to meet the requirements and preferences of the children. In addition, it is hard for us to find affordable, in season, fresh produce, for snacks. We have tried before and the quality has not been good enough to serve on a regular basis.
- **Can my child not be served cows milk?**
 - Yes. Please see the front desk to discuss the process to make this change. You will be responsible for bring in a milk substitute for children.
- **What do I do if my child has an allergy?**
 - Please see the front desk and we will have you fill out paperwork to make a change.
- **Why do we bring water cups?**
 - Water cups are used throughout the day for children to drink out of. We often refill these cups throughout the day. Please note: these cups must be taken home daily to be cleaned as we do not have a commercial dishwasher on site. Additionally, if you cannot find your child's water cup (children often misplace them), you can talk to your child's teacher or the front desk.

Lunch foods that need to be packed daily

1 serving of meat or meat alternative

1 serving of bread or grains

1 serving of a different fruit or vegetables

1 serving of fruit or vegetables

WOW will serve vitamin D milk at all meals and snacks. If your child needs a milk alternative, please talk to the front desk

Minimum serving sizes based on age

Children aged 12 months through 2 years old

Meat or meat alternative	Fruit or vegetable	Grain or bread
1 oz About the size of one slice of deli meat	1/4 cup total Must be two different fruits or vegetables	1/2 slice of bread or 1/4 cup noodles or grains

Children 3 to 5 years old

Meat or meat alternative	Fruit or vegetable	Grain or bread
1 1/2 oz About the size of one and a half slices of deli meat	1/2 cup total Must be two different fruits or vegetables	1/2 slice of bread or 1/4 cup noodles or grains

6 years and older

Meat or meat alternative	Fruit or vegetable	Grain or bread
2 oz About the size of two slices of deli meat	3/4 cup total Must be two different fruits or vegetables	1 slice of bread or 1/2 cup noodles or grains

Foods that cannot be served at WOW

Up to 2 years old	Up to 5 years old	All ages
Gum, hard candies, nuts/seeds, popcorn, marshmallows, chips, globs of peanut butter, gummy candy/fruit snacks of any kind, small candies (skittles and M&M's), dried fruit, crusty bread (ex: bagels) Pretzels in any shape that is not a skinny rod	Gum, hard candies, nuts/seeds, popcorn, marshmallows, gummy candies/fruit snacks of any kind, fruit, large globs of peanut butter, Pretzels in any shape that is not a skinny rod	Caffeine, gum, soda, energy drinks, excessive candy

Food prep that needs to be done by parents by age group

1-2 years	3-5 years
• Food must be cut to size of a pea • Dice hot dogs, carrots, celery • Chop melons and apples. • Mash bananas or slice • Quarter cherry tomatoes/grapes/strawberries • Shred or chop meat and cheese • Spread peanut butter thinly	• Shredding or chopping meat and cheese into pieces no larger than 1/2 inch • Cut round foods such as hot dogs and grapes so they are no longer round • Cut cherry tomatoes and strawberries in half • Spread peanut butter prior to sending to school

Information about lunch at WOW

- Children must be served the correct minimum serving size for all food groups. If parents forget a food group, we will supplement the child and send parents a note. Repeated violations will result in an additional charge.
- Due to our food license, we are unable to heat food. If you have warm food for your child, please put it in an insulated container and leave out of their lunch box.
- If you would like to bring additional food for your child, please let us know which food to keep aside and only give to your child if they are hungry or request the item.
- Once a child starts eating their meal, we cannot keep the food for more than 2 hours. Due to food safety risks, if your child eats some of their food we must dispose of the rest of the food.
- All food is served on paper plates unless it comes in a container (example: yogurt or pouches) that the child can eat of.
- Parents may not pack glass containers, knives, or metal utensils. We provide what is needed for your child.

Foods for each food group

Meat and meat alternative	- Deli meat - Cooked meat shredded or cut in to small pieces - Cooked beans - Cooked lentils - Tofu - Hummus - Eggs - Tuna or canned fish - Yogurt - Peas - Cheese (cut and not round)
Fruits and vegetables	- Canned/or cups (please check for grapes in fruit cup, they must be cut prior to serving) - Prepared and thawed frozen - Fresh and cut - Pouches <i>Please note that the amount of fruit in a “fruit bar” or other pastry item does not meet this requirement</i>
Bread or Grain	- Rolls - Bread - Wraps - Pitta bread (in small pieces) - Pasta - Rice - Quinoa - Couscous - Corn (off the cob) <i>corn can also be a vegetable</i> - Barley - Potatoes <i>potatoes can also be a vegetable</i>

Meal Inspiration!

Sandwiches and wraps	• Tuna • Peanut butter and fresh fruit • Egg salad • Chicken salad • Deli meat and cheese • Cream cheese and cucumber • Turkey and shredded vegetables • Tomato and hummus
Pasta Salad	<i>Add ins for your pasta salad</i> • Broccoli-steamed and chopped • Roasted vegetables • Olives-chopped • Onion-chopped • Diced vegetables like green beans, cucumbers, cherry tomatoes • Shrimp • Grated cheese • Chopped ham or other deli meat
Quesadillas	• Tortilla • Variety of cheese • Roasted vegetables • Salsa on the side • Tomato puree • Pesto • Corn
Vegan	• Hummus and pita • Peanut butter crackers • Vegetable roll ups • Tofu stir fry • Tabouli
Breakfast for lunch	• Pancakes • Waffles • Frittata, quiche, or omelet • Chopped hard boiled eggs
Kids charcutier board	• Cheese cut into small pieces or shredded • Crackers broken into small pieces • Lunch meat, pepperoni, etc. cut into pieces • Vegetables and fruits cut and prepared

Water Bottle Policy

To ensure children stay hydrated throughout the day, each child is required to bring a clean, labeled water bottle to World of Wonders every day.

Parent Notification: Families will be informed of this requirement at enrollment and through regular communication.

Labeling & Cleanliness: Water bottles must be clearly labeled with the child's name and must be cleaned daily.

Forgotten Water Bottles: If a child arrives without a water bottle, a \$2 fee will be charged to provide a disposable or WOW-issued bottle for the day.

Ongoing Noncompliance: If a child repeatedly arrives without a water bottle, parents will be required to bring a water bottle to the center that same day to ensure their child remains hydrated.

This policy helps us promote health, hygiene, and personal responsibility while ensuring all children have access to drinking water throughout the day.

Infant Daily Program, Caregivers and Formula/Food

Primary Caregiver Assignment

Each infant is assigned a primary caregiver to ensure continuity of care and build strong, trusting relationships. Parents will be informed of their child's assigned caregiver. All relevant care information is shared between staff members and with families to ensure consistency and individualized attention.

Sleep Policy and Safe Sleep Environment

To follow safe sleep practices:

- Infants under 12 months are placed to sleep on their backs, in a crib.
- Loose blankets, pillows, and other items are not permitted in cribs.
- Parents may provide a sleep sack for use, but it may not be used once the child becomes mobile.
- If a child has a medical condition that requires a different sleep position or equipment, a Sleep Position Waiver signed by a licensed physician must be submitted. Please see the office to obtain this form.

Feeding, Bottles, and Breast Milk

Parents/guardians are responsible for:

- Providing prepared bottles of formula or breast milk daily, labeled with the child's name.
- Storing bottles in the designated refrigerator between the two infant classrooms.
- Supplying emergency formula or breast milk in its original container (formula) or dated, labeled bags (breast milk).
- Bottle Preparation:
WOW staff will not prepare formula onsite except in the case of an emergency or when using the backup supply.
- Feeding Instructions
- Parents must provide written feeding instructions that include the amount, type of food, and feeding times.
- Instructions must be updated regularly to reflect the child's developmental stage and needs.
- If no instructions are provided, WOW will follow USDA guidelines to ensure infants receive appropriate nutrition.

Breast Milk Storage:

- Breast milk must be labeled with the child's name, the date expressed, and the date received.
- Refrigerated breast milk will be stored for no more than 24 hours.
- Frozen breast milk will be stored for no more than two weeks.

Diapering and Daily Logs

Infant diapers are changed:

At least every two hours or immediately when soiled.

Teachers maintain a daily log for each infant, which includes:

- Feeding times and amounts
- Sleep patterns
- Diaper changes (time and outcome)
- Notes about daily activities and behavior

Parents receive a daily report at pick-up via the Procare app.

Breastfeeding/Pumping on Site

World of Wonders proudly supports breastfeeding families and staff. Parents and staff are welcome to breastfeed or pump onsite at any time during the day.

Rocking chairs are available in each infant room for those who wish to breastfeed or pump in the classroom setting.

If additional privacy is preferred, our staff lounge can be made available, and a privacy sign will be placed on the door.

Please see the office if you have any questions or would like assistance in accessing a private space. We are happy to accommodate your needs and support your family.

Misc. Policies

Termination of Service

At World of Wonders, we understand that family needs and circumstances may change. We aim to make the withdrawal process clear and respectful while maintaining policies that protect the stability and safety of the program.

Parent-Initiated Withdrawal

If a parent or guardian chooses to withdraw their child from the program:

A two-week written notice is required.

If a two-week notice is not provided, families will be billed for two additional weeks of tuition and their deposit will not be refunded.

Center-Initiated Termination

World of Wonders reserves the right to terminate childcare services with or without cause or notice. The Center may request withdrawal of a child for any of the following reasons:

- The child's needs cannot be adequately met within a group care setting.
- The child's behavior poses a danger to themselves or others, or disrupts the classroom environment.
- Parent/guardian behavior is inappropriate, disruptive, or noncompliant with center policies.
- Failure to maintain attendance or communication as outlined below.

In most cases, a two-week notice will be provided for center-initiated withdrawals. However, immediate withdrawal may be requested in situations involving safety concerns or serious behavioral or policy violations.

Grounds for Immediate or Scheduled Termination

- Children may be disenrolled from World of Wonders for the following reasons:
- Severe or repeated behavioral concerns that endanger others or disrupt the classroom. The Executive Director will involve the family in ongoing discussions and provide opportunities for collaboration before termination is considered.
- Parental noncompliance with program policies, refusal to cooperate in supporting the child's needs, or inappropriate behavior in or around the center.
- Failure to pay tuition. Payments are due weekly. If unpaid for two weeks, children may not attend until the balance is paid in full.

Water Play and Swimming Policy

World of Wonders offers seasonal water play and swimming opportunities to enhance sensory exploration, motor development, and summertime fun. To ensure the safety of all participants, the following guidelines apply:

Swimming Activities (Water Deeper Than 18 Inches)

Before a child may participate in swimming or water play in areas where the water is deeper than 18 inches, a signed and dated permission form is required from the parent or guardian. The form must indicate whether the child is a swimmer or non-swimmer.

A certified lifeguard must be on site at all times during swimming activities.

In addition to the lifeguard, children will be actively supervised by WOW staff who can clearly observe all parts of the swimming area, including the bottom of the pool.

Required staff-to-child ratios will be maintained at all times.

Swimming activities will not take place in lakes, rivers, ponds, creeks, or similar natural bodies of water.

Wading Pool and Toddler/Infant Water Play

For infants and toddlers, a signed and dated permission form must be completed prior to participation in wading pools or shallow water activities. The form must indicate whether the child is a swimmer or non-swimmer.

Children will be supervised closely by childcare staff during all water play activities.

State-mandated ratios will be maintained at all times during infant and toddler water play.

Parking Lot Safety Policy

To ensure the safety of all children, families, and staff, the following guidelines must be followed when using the World of Wonders parking lot:

Traffic Signs: All drivers must obey posted traffic signs when entering, exiting, and parking in the lot.

Vehicle Safety: Vehicles must be turned off if the driver is not in the driver's seat. This includes quick drop-offs or pick-ups. No vehicle may be left running unattended.

Children in Vehicles: Children may not be left unattended in a vehicle at any time, regardless of age. This is both a safety hazard and a reportable offense.

Handicapped Parking: Only vehicles with appropriate handicap placards or license plates may park in designated handicapped spaces.

Failure to follow these guidelines may result in warnings, reports to local authorities, or further action as necessary to maintain the safety and compliance of our facility.

Custody Arrangements

World of Wonders is committed to following all legal custody arrangements and ensuring the safety and rights of every child and parent.

If a custody agreement is in effect, a copy must be provided to the Center to be kept on file. The most current and valid court documentation will be followed at all times.

A parent who is not the residential parent retains the same access rights as the residential parent unless there is court documentation explicitly limiting or revoking access.

If the enrolling parent chooses not to include the other parent on the child's authorized pick-up list, the Center must be provided with official court documentation supporting this decision. Acceptable documents include:

- A current restraining order

- A sole custody decree

- A divorce decree indicating sole custody

Without such documentation, World of Wonders may release the child to either parent, provided that the parent can legally demonstrate paternity or maternity.

We encourage all families to keep custody paperwork current and to communicate any changes with the administrative office promptly.

Clothing

To help children participate fully and comfortably in all classroom and outdoor activities, families are asked to follow the clothing guidelines below:

Appropriate Daily Dress

Children should wear comfortable, weather-appropriate clothing that allows for movement and play.

Please send your child in clothing that can get dirty or stained, as daily activities often include outdoor play, art, sensory activities, and other hands-on experiences.

In summer, rooms are air-conditioned, so children may need light layers.

In colder months, please ensure your child is dressed with proper outdoor gear, including:

Warm coat

Snow pants or long pants

Hat and mittens

Boots or weather-resistant shoes

Footwear Policy

To prevent slips and injuries during play:

Flip-flops, dress shoes, and footwear without a back strap are not permitted.

Children must wear sturdy shoes with non-skid soles that stay securely on their feet.

Extra Clothing Requirements

All children must have two complete sets of spare clothing and an extra pair of shoes stored at WOW at all times.

Spare sets must include shirts, pants, socks, underwear, and shoes.

All items must be clearly labeled with your child's name and stored in their assigned cubby or classroom area.

Teachers will regularly remind families when clothing needs to be replaced or refreshed.

WOW Clothing Usage and Fees

If a child does not have spare clothing and must use WOW-provided items:

A \$5 charge per item will be added to the family's account.

This fee will be refunded in full if the borrowed item is:

Washed

Returned within two business days

Labeled with the child's name and brought to the front desk

Soiled Clothing and Lost Items

Soiled clothing will be sent home daily for laundering.

Unclaimed items will be held for 7 days after withdrawal and then discarded or donated.

For assistance locating missing items, please speak with the front desk or administrative team.

Toys and Personal Belongings

Personal Belongings and Toy Policy

To help create a safe and focused learning environment, we ask families to follow the guidelines below regarding personal items brought to World of Wonders.

Responsibility for Belongings

WOW is not responsible for lost, stolen, or damaged personal items brought from home.

All items must be clearly labeled with the child's full name to avoid confusion or loss.

Daily Bag Requirements

Each child must bring a bag to school daily that is the size of a standard backpack or smaller.

If a child arrives without a bag, one will be provided for the day.

Bags are used to store lunch boxes, spare clothing, and personal items.

No medications, including lotions, ChapStick, or hand sanitizer, may be stored in children's bags. Medications must be turned in to the front office with appropriate forms (see Medication Policy).

Toys from Home

Please check with your child's teacher before bringing toys from home. Personal toys are often difficult for young children to share and may create classroom disruptions.

Toys may only be brought to school on designated "share days" or with teacher permission.

Prohibited Items

"Adventure toys," such as toy weapons, toy guns, or any items associated with aggressive or violent play, are not permitted in the classroom.

No real weapons of any kind are allowed on Center property.

We appreciate your help in keeping the classroom environment calm, safe, and focused on learning and play.

Personal Electronic Devices

Children in the Pre-K and School-Aged classrooms are permitted to bring personal electronic devices (such as phones or tablets) from home, but only for use during designated times approved by staff.

To maintain a safe and appropriate environment for all children, the following rules apply to device use:

Device Content and Access

All apps, games, and content must be age-appropriate and suitable for a learning environment.

Violent, graphic, or adult-themed content is strictly prohibited.

Roblox is not permitted at WOW due to its potential for violent or frightening content.

Children may only access videos through the YouTube Kids application or other pre-approved child-safe platforms.

Children may not access content that is rated above their age level.

Usage Rules

Children may not take photos or videos of other children while at the center.

Children may not use texting apps or communicate with anyone outside of their immediate family while using their device at WOW.

Responsibility and Enforcement

World of Wonders is not responsible for lost, stolen, or damaged personal devices brought from home.

If a child violates any part of this policy, their device will be held at the front desk for parent pickup at the end of the day.

Repeated violations may result in the child losing the privilege of bringing or using a personal device at WOW.

Please contact the office with any questions or to discuss specific device use accommodations. We appreciate your cooperation in helping us maintain a respectful and safe environment for all children

Paperwork and Financial Policies

2026 Weekly Tuition					
Program Options	5 Day Program	3 Day Program	2 Day Program	School Day Option (9:00am-4:00pm)	Dual Enrollment (WOW and Mini Monarchs)
Little Dreamers, Dreamers	\$295	\$210	\$150	n/a	n/a
Junior Discovery, Discovery	\$280	\$205	\$145	n/a	n/a
Junior Adventurers, Adventurers	\$275	\$200	\$140	\$205	\$190
Junior Explorers, Explorers (non school aged)	\$270	\$195	\$135	\$205	\$190

Families who enroll in 2 and 3 day programs must set a consistent weekly schedule. Schedules may be selected and changed based on program availability.

School Aged Programs	
Before and After School Care	\$155
Before or After School Care	\$125
Summer Camp	\$260

Before and/or After School Care includes care on all public school closure dates, school delays, and school vacations during the school year.

Discounts	
<i>Discounts are only available for full time schedules</i>	
Sibling discount	10% off oldest children's tuition
Vacation Weeks (2 per calendar year)	50% discount with prior notice of vacation
Referral Fee (refer a family to WOW that enrolls)	1 week free tuition!

Additional Fees	
Registration (one time fee, per family)	\$50
Deposit (per family, upon enrollment, refunded with 2 week notice of leaving program)	\$100
Preschool and Pre-k fall supply fee	\$50
Summer camp explorers supply fee	\$30
Late pick up, after 6:00pm (per child)	\$5/minute
Lage payment fee	\$25/week
Returned check fee	\$25/check
Extended care fee (families using over 10 hours of care a day)	\$10/day, max \$25/week
Early Drop Off (dropping off more than 30 minutes prior to scheduled without informing program)	\$10/day
Additional field trip fees may apply	

Fee Agreement

Registration and Deposits

A non-refundable registration fee of \$50 is required to reserve a space for a child. This fee holds a spot for up to two weeks after the expected start date. If the child does not begin care, the space may be forfeited. This fee does not apply to PFCC families, as it is paid by the state.

A \$100 summer hold deposit is required to reserve a spot for a child temporarily withdrawing for the summer or any other time of year. This deposit is refunded as tuition when the child returns. If the child does not return, the deposit is forfeited.

A deposit fee of \$100 per family is due on the first day of enrollment. This deposit is refundable only with two weeks' written notice of withdrawal. The deposit is applied to the final two weeks of tuition and is not refunded in cash or check. This fee does not apply to PFCC families.

Tuition and Payment Schedule

Tuition is charged every Monday morning and must be paid by the following Monday at 7:00 a.m.

Families may request biweekly payments by filling out a form at the front desk and receiving approval.

Payments may be made by cash, check, credit card, money order, or automatic ACH withdrawal. Checks must be made payable to World of Wonders or WOW and placed in the payment box in the front office.

Receipts are issued on the first workday of the week.

A \$25 fee will be charged for all returned checks. This must be paid before the child may return to care.

No refunds or credits are given for absences due to illness, holidays, in-service days, weather closures, or other missed days.

Late Payment and Non-Payment Policy

If tuition is not received by the following Monday at 7:00 a.m., a \$25 late fee will be applied.

If tuition remains unpaid by Tuesday morning, care will not be provided until the balance is paid in full.

World of Wonders reserves the right to deny future enrollment due to poor payment history.

Families are responsible for all collection costs associated with delinquent accounts, including attorney and court fees if applicable.

Vacation and Withdrawal Policies

Each child receives two weeks of vacation per calendar year at half tuition.

Vacation must be taken in full-week (Monday through Friday) blocks and may not be used during the child's final month of enrollment. Written notice is required in advance.

A two-week written notice is required for withdrawal. If not provided:

Families will be charged for two weeks of tuition

Deposits will not be refunded

Late Pick-Up Policy

World of Wonders closes promptly at 6:00 p.m.

A late pick-up fee of \$5.00 per minute, per child, will be charged for care provided after 6:00 p.m.

This fee must be paid within 7 business days.

If a child remains after 6:30 p.m. and the center has not been contacted, Marysville Police and/or Children's Services will be notified.

Program Fees

Preschool and Pre-Kindergarten classrooms: \$50 non-refundable supply fee due September 1st (or pro-rated for mid-year enrollment).

School-Aged Summer Program: \$30 non-refundable camp fee due June 1st (or pro-rated for late summer enrollment).

Families will receive advance written notice of any rate changes.

Additional Fees

Water bottle fee: \$2 per day if a labeled water bottle is not provided

Clothing fee: \$5 per clothing item borrowed from WOW (refunded if returned within 2 business days, labeled and laundered)

Supplemental lunch items: \$1.50 per item

Supplemental diapers: \$1.00 per diaper

Extended care/off-schedule care: Additional charges may apply for care provided outside of regularly scheduled hours

Publicly Funded Child Care (PFCC)

Families receiving PFCC must sign the separate WOW PFCC Fee Agreement and follow all attendance and co-payment policies.

WOW PFCC Fee Agreement

(For Families Receiving Publicly Funded Child Care)

Approval Before Enrollment

State approval must be confirmed in the Kinder Connect system or verbally by your caseworker before your child may begin care at WOW.

Families may begin care prior to approval, but will be required to pay full private tuition until official coverage begins in Kinder Connect.

If coverage is backdated, WOW will issue a refund by check for any eligible payments made during that time.

If You Lose Coverage

If funding is paused, lost, or delayed, the family will be charged the private pay rate unless WOW receives confirmation (through Kinder Connect or your caseworker) that coverage will be backdated.

Refunds will be issued for any overpayments resulting from verified backdated coverage.

Copayments and Payment Schedule

PFCC copayments are due every Monday. Late Payment Rules from the WOW Fee Agreement apply.

Families receiving state assistance may not pay on a biweekly schedule.

If copayments are not made by 7:00 a.m. on Monday, a \$25 late fee will be charged. If payment is not made by Tuesday morning, care will not be provided until the balance is paid in full.

Families Awaiting Approval or in Reapproval Process

Families applying for or renewing PFCC funding must agree to the following:

You are responsible for completing paperwork, submitting documents, and communicating with your caseworker. WOW cannot complete these tasks on your behalf.

You must check in weekly with the WOW front desk to provide updates on your application.

If approval is not received within 4 weeks of your child's start date, your account will be charged private pay tuition on a weekly basis.

If funding is later approved and backdated, WOW will refund any overpayments by check.

If funding is ultimately denied, all care provided will be charged at the private pay rate and must be paid within 2 weeks of notice.

Attendance and Time Tracking

All PFCC families are required to meet the following standards:

Children must be clocked in and out daily using Kinder Sign or Kinder Connect.

If a relative or other family member regularly drops off or picks up your child, they must be added as an authorized contact in the PFCC system at the front desk.

Weekly attendance reports will be posted every Monday at the front desk.

If clock-in/out times are not corrected by Tuesday at close of business, a \$15 administrative fee will be added to your account.

If times remain incomplete by the following week, your child will not be permitted to attend until the issue is resolved in Kinder Connect.

Required Attendance Hours

PFCC families must maintain a minimum of 25 hours per week to retain full-time care status.

The only exception is school-aged children during the public-school year.

If a family fails to meet the 25-hour minimum:

A first warning will be issued.

A second violation will result in a final warning.

A third violation may result in removal from the program.

After a warning, sick notes are required for any week that falls below the 25-hour threshold.

Loss or Denial of Funding

If PFCC funding is denied, terminated, or interrupted, families are responsible for the full private pay rate outlined in the WOW tuition policies.

This policy applies even if the loss is temporary. If coverage is later reinstated and backdated, a refund will be issued.

Admissions Paperwork and Enrollment

The Administrative Staff will provide all necessary enrollment forms during your initial tour or enrollment visit. All enrollment forms must be completed in full and submitted prior to your child's start date, along with payment of the non-refundable registration fee.

Children's records are maintained in the administrative office and are kept confidential, in accordance with state and federal privacy regulations.

Required State Enrollment Forms

The following documents are required by the State of Ohio and are included in the enrollment packet:

Child Enrollment and Health Information Form

Child immunizations submitted annually

Copy of the Parent Handbook

Additional World of Wonders Forms

The enrollment packet also includes:

Supplemental Enrollment Information Sheet

WOW Fee Agreement

Nutrition Requirements and Meal Planning Form

DECA Social-Emotional Screening

Automatic Payment Authorization Form (optional)

WOW Family Needs Survey

Enrollment Requirements

All children must be registered in advance.

Children must meet state requirements for physical exams and immunizations.

A non-refundable \$50 registration fee is required at the time of enrollment. This fee secures your child's space.

Once all forms are returned and the fee is paid, a start date will be scheduled.

Updating Enrollment Forms

Each August or September, World of Wonders asks every parent/guardian to re-submit paperwork so all information will be updated. Should any of your information change throughout the year (phone number, address, emergency contact) we ask that you inform the office immediately.

Transfer of Records

In order for World of Wonders to release paperwork, or talk to, other agencies, a transfer of records form must be filled out in the office.

Appendix C: Center Parent Information

Note: A copy of this document is required to be given to the parent upon enrollment of their child in the licensed child care center.

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.

Administrators and each employee of the center are required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center is permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the parent or guardian is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at <https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search>.

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

Write or Call: OCC/ACF/HHS Southwest Region 1301 Young Street, Suite 958 Dallas, TX 75202 214-767-3849	Write or Call: ODJFS Bureau of Civil Rights 30 E. Broad St., 30th Floor Columbus, OH 43215-3414 (614) 644-2703 (voice) 1-866-277-6353 (toll free) (614) 752-6381 (fax) 1-866-221-6700 (TTY) or (614) 995-9961 bcr-fax@jfs.ohio.gov Civil_Rights@jfs.ohio.gov
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For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://childrenandyouth.ohio.gov/for-families>.

For more information on Medicaid health screenings and early intervention services for your child, please visit <https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthcheck/> and <https://ohioearlyintervention.org>.

For information on cash food assistance, please visit <https://jfs.ohio.gov/cash-food-assistance>.

Source: Appendix C to Rule 5180:2-12-07, effective July 1, 2026.

STAFF LICENSING RESPONSIBILITIES ADDENDUM

Purpose

All employees are responsible for helping the center maintain compliance with Ohio Department of Children and Youth (DCY) child-care licensing requirements. The parent policies included in this handbook also apply to employees when carrying out their job responsibilities.

This addendum provides a plain-language overview of important licensing responsibilities. It does not replace required training, the center's detailed procedures, the Emergency Preparedness and Response Plan, classroom procedures, transportation procedures, or applicable Ohio laws and regulations. Employees should contact an administrator whenever they are uncertain about a requirement or procedure.

Access to Licensing Information and Center Plans

Current licensing rules, required postings, inspection reports, the Emergency Preparedness and Response Plan, and other required center information are maintained by administration and are available in the front office.

Employees are responsible for:

- Knowing where required plans, emergency information, forms, and supplies are located.
- Completing required orientation and annual reviews.
- Following the center's written policies and emergency procedures.
- Asking an administrator for assistance when a policy or procedure is unclear.
- Cooperating with DCY, emergency personnel, and other authorized government agencies.
- Promptly reporting suspected licensing, health, or safety concerns to administration.

Employees who make a good-faith report of a licensing or safety concern will not be retaliated against.

Professional Registry, Qualifications, and Training

Each employee must complete and maintain all employment, qualification, background check, health, and training requirements applicable to the employee's position.

Employees are responsible for:

- Creating and maintaining an accurate Ohio Professional Registry (OPR) profile and employment record.
- Informing administration promptly of changes to their name, contact information, position, or employment information.
- Completing staff orientation and all required health, safety, first aid, CPR, child abuse recognition, communicable disease, transportation, and professional-development training by the required deadlines.
- Providing documentation of completed training when requested.
- Performing only those duties for which they are qualified, trained, and authorized.

A staff member who has not completed required orientation or training may not be left alone with children or perform duties requiring that training.

Supervision and Accountability of Children

No child may be left unsupervised. Staff must maintain awareness of the location, activities, needs, and safety of every child assigned to them.

Employees are responsible for:

- Maintaining required staff-to-child ratios and group-size limits at all times.
- Completing accurate name-to-face attendance checks and child counts during arrivals, departures, transitions, outdoor play, transportation, field trips, evacuations, and whenever children move from one area to another.
- Being near enough to observe children, respond to their needs, anticipate hazards, and summon assistance.
- Remaining outdoors with children during outdoor play.
- Having immediate access to a working telephone or approved communication device.
- Releasing a child only to a parent or other person authorized by the parent and approved according to center procedures.
- Immediately notifying administration if a child is missing, cannot be accounted for, leaves an assigned area, or is released improperly.
- Following the center's separate supervision procedures for school-age children.
- Limiting children's exposure to inappropriate language, media, conduct, or behavior by employees, parents, visitors, volunteers, or other children.

Personal phone use, headphones, sleeping, or other activities that interfere with supervision are prohibited while an employee is responsible for children.

Child Guidance and Behavior Support

All employees must follow the center's Child Guidance Policy and Ohio's permitted child-guidance requirements.

Employees will:

- Use positive, developmentally appropriate guidance.
- Set clear and reasonable limits.
- Redirect inappropriate behavior.
- Help children identify feelings and develop appropriate ways to solve problems.
- Protect children from physical and emotional harm.
- Request administrative assistance when behavior creates a continuing or immediate safety concern.

Employees will not use physical punishment, threats, humiliation, ridicule, frightening methods, abusive or profane language, withholding of food or restroom access, or any other prohibited discipline technique.

A specific behavior-management plan may not be created or implemented independently by an employee. The plan must be developed with administration, discussed with the parent, put in writing, and signed by the parent before implementation.

Medication, Topical Products, and Health Care Plans

All medications, medical foods, topical products, medication authorizations, and health care plans must be submitted to and reviewed by the front office.

Employees will not accept medication, medical instructions, or a health care plan directly from a parent without immediately directing the parent to the office.

Employees are responsible for:

- Following only the current written instructions and health care plans approved and maintained by the office.
- Administering medication or performing a medical procedure only when trained, authorized, and assigned to do so.

- Checking the child's identity, medication, dosage, time, route, instructions, and authorization before administration.
- Documenting administration immediately after providing medication or medical care.
- Keeping medication and medical supplies inaccessible to children while ensuring they remain available to authorized staff.
- Following each child's allergy, dietary, seizure, asthma, diabetes, or other health-related plan exactly as written.
- Taking required emergency medication and health information during evacuations, transportation, field trips, and relocation.
- Immediately reporting a medication error, missed dose, reaction, expired medication, missing authorization, or inconsistency in instructions to administration.

Staff may not change a dosage, substitute a product, follow verbal instructions that have not been approved, or perform an unauthorized medical procedure.

Illness, Injury, and Incident Reporting

Employees must monitor children for signs of illness, injury, or changes in behavior or physical condition.

When a child becomes ill or injured, employees will:

1. Protect the child from further harm and provide appropriate first aid within the employee's level of training.
2. Obtain assistance and notify administration immediately.
3. Supervise and comfort the child while maintaining supervision of the other children.
4. Follow the center's illness-isolation and parent-notification procedures.
5. Call 911 when emergency assistance is required.
6. Complete all required incident or injury documentation before leaving for the day.
7. Report every bump or blow to the head, first-aid treatment, unusual safety event, medication error, missing-child event, transportation incident, or other significant occurrence to administration immediately.

The required incident report must be provided to the parent or authorized pickup person on the day of the incident. Administration is responsible for determining whether an event must also be reported to DCY or another agency.

Emergency Preparedness and Response

The center's complete Emergency Preparedness and Response Plan is maintained in the front office. Copies of the procedures and information needed by individual classrooms are kept in their designated locations.

Employees must complete required emergency training and participate in all scheduled drills.

During an emergency, employees will:

- Remain calm and follow the directions of administration or emergency personnel.
- Call 911 when immediate emergency assistance is needed.
- Maintain supervision and account for every child.
- Take attendance records, emergency contact information, required medication, health care plans, and emergency supplies when directed and when it is safe to do so.
- Follow the designated evacuation, shelter-in-place, lockdown, relocation, or reunification procedure.
- Use designated emergency code words and protect confidential emergency information.
- Go to the assigned safety or relocation location when directed.
- Keep children together and supervised until each child is properly released.
- Refrain from making unauthorized statements, posting information online, or contacting the media.
- Complete required documentation following the emergency.

Employees may not leave their assigned children during an emergency unless directed by administration or emergency personnel.

Child Abuse and Neglect Reporting

Every owner, administrator, employee, and child-care staff member is a mandated reporter.

An employee who has reasonable cause to suspect that a child has been abused or neglected must make an immediate report to the appropriate public children services agency or law-enforcement agency as required by Ohio law.

The employee must also notify the administrator or administrator's designee so the center can protect the child and complete any additional required actions. Notifying a supervisor does not replace the employee's legal duty to make the required report.

Employees must not conduct their own investigation, confront the suspected person, promise secrecy, or delay a report while waiting for proof. Information concerning a report must be kept confidential and shared only with authorized persons.

Transportation and Field Trips

Only an employee who meets all driver qualifications and has completed the required child-care transportation training may transport children in a center vehicle.

Drivers and assigned transportation staff are responsible for:

- Maintaining a valid driver's license and immediately reporting any suspension, restriction, citation, medical condition, or other matter that may affect their ability to drive safely.
- Completing all required transportation training, inspections, and emergency-exit drills.
- Following approved routes, schedules, permission requirements, and transportation procedures.
- Ensuring each child uses the required child-restraint or seat-belt system.
- Conducting and documenting name-to-face checks when children enter and exit the vehicle.
- Physically inspecting every seat and area of the vehicle after each trip.
- Never leaving a child alone in a vehicle.
- Keeping attendance records, emergency information, first-aid supplies, communication equipment, and required medication available during transportation.
- Immediately reporting delays, breakdowns, accidents, missing children, unauthorized pickups, or other transportation concerns to administration.

Staff may not transport children in a personal vehicle unless the transportation has been specifically authorized by administration and all licensing, insurance, permission, vehicle, and driver requirements have been satisfied.

Safe Sleep, Napping, and Rest

Employees must follow all age-appropriate safe-sleep and nap procedures.

Employees are responsible for:

- Maintaining sufficient lighting to see and supervise every child.
- Conducting required visual checks.
- Keeping aisles and emergency exits clear.
- Providing quiet activities for children who do not sleep.
- Following all crib, cot, mat, bedding, and spacing requirements.

- Placing infants to sleep according to the center's Infant Safe Sleep Policy and the child's approved written medical instructions.
- Keeping prohibited items out of infant cribs and sleep areas.
- Maintaining required ratios unless a specific nap-time ratio exception is permitted and approved by administration.

Food, Allergies, and Dietary Requirements

Employees must follow posted menus, safe food-handling procedures, and each child's documented dietary instructions.

Employees are responsible for:

- Reviewing allergy and dietary information for the children in their care.
- Checking food before it is served.
- Preventing food sharing when allergies or dietary restrictions are present.
- Serving foods in developmentally appropriate sizes and textures to reduce choking risk.
- Following sanitation and handwashing requirements during food preparation and service.
- Recording menu substitutions as required.
- Immediately reporting an allergic reaction, choking event, dietary error, or exposure to a restricted food.

Food substitutions or special diets requiring medical authorization must be reviewed through the office before implementation.

Sanitation and Standard Precautions

Employees must follow required handwashing, diapering, toileting, cleaning, sanitizing, disinfecting, blood-exposure, and bodily-fluid procedures.

Employees are responsible for:

- Washing their hands and assisting children with handwashing at required times.
- Using gloves and other protective equipment when required.
- Keeping hazardous cleaning products, chemicals, plastic bags, medications, and other dangerous materials inaccessible to children.
- Cleaning, sanitizing, and disinfecting surfaces and equipment according to center procedures.
- Properly handling contaminated clothing, bedding, diapers, and other materials.
- Reporting sanitation problems, pest activity, unsafe water, broken equipment, or bodily-fluid exposure to administration.
- Following the center's communicable-disease procedures.

Gloves do not replace required handwashing.

Security, Confidentiality, and Child Release

Employees must help prevent unauthorized access to the center and protect confidential information about children, families, and employees.

Employees will:

- Follow all entry, visitor, sign-in, and identification procedures.
- Never allow an unknown or unauthorized person to enter a secured area.
- Confirm authorization before releasing a child.

- Refer custody disputes, court orders, or questionable pickup situations to administration.
- Keep child records, health information, custody information, photographs, and family information confidential.
- Use photographs, videos, social media, and electronic communication only as permitted by center policy and written parent authorization.
- Immediately report a security concern, unauthorized person, threat, or confidentiality breach.

Duty to Report Concerns

Employees must immediately notify administration of:

- A child who cannot be accounted for.
- A ratio, group-size, or supervision concern.
- Unsafe equipment or an environmental hazard.
- A medication or health care plan problem.
- A transportation or vehicle-safety concern.
- Suspected abuse or neglect.
- A threatening person or situation.
- An injury, illness, communicable disease, or unusual incident.
- A licensing violation or failure to follow center policy.

Reporting a concern to administration does not replace an employee's individual obligation to contact emergency services, children services, or law enforcement when required.

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