Teacher Handbook

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Teacher Handbook
Executive Director: Lauren Brown
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Welcome to WOW!

Welcome to World of Wonders (WOW)! You are joining a wonderful team at Marysville's oldest childcare center. We have a history of providing high quality early education.

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

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

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

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

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

The Purpose of this Handbook

This handbook is being provided to you in order to meet state licensing requirements. In this handbook you will find the policies given to our parents and policies every teacher needs to know. If you have any questions about this handbook, please see any member of the administrative staff. If this handbook is ever updated, we will email you a copy and place it on our staff website.

You will receive additional information about daily expectations within your first few weeks working at WOW. Once you have been placed in a position, you will have a meeting to discuss times of day, lesson planning and behavior management with the Curriculum Director.

It is important that you read the staff policies and parent policies in this handbook. The staff policies are a supplemental addition to the parent policies (back of handbook). They are not complete without reading the parent policies in the last part of this handbook.

www.wowstaff.org
Password: WOW123

Parent Handbook

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(937)707-1038
info@wowchildcare.org

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This handbook is updated annually
Last Update: 1/1/2023

Welcome to WOW

We want to thank you for joining the World of Wonders Family! World of Wonders is an Ohio Department of Job and Family Services (ODJFS) licensed program. We are Marysville's oldest childcare center and have been run by a parent Board of Trustees for over 35 years.

Our goal for your family is to provide a high quality, early education that meets every child's needs. While your child is in our care, they will be partaking in a developmentally appropriate education that is tailored to their needs. Our trained and educated teaching staff will make sure your child is learning, developing, and having fun.

As a part of the WOW family, you will have the opportunity to help direct the individualized education of your child. Each parent helps determine educational goals for their child, connect with teachers daily, and give meaningful feedback on the program that helps create an environment of continuous improvement. You also have the option of attending Board meetings or applying to join the Board. This group of Trustees helps guide the program direction, oversee operations, and plan for the future of WOW.

While at WOW if you ever have any questions or concerns, we hope you stop by and talk to our administrative staff. Our job is to make sure that all of your child's needs are met. We are more than happy to set up conferences, meet with you about your child's care, or just get to know you.

So, welcome again to the WOW family and please, let us know what your family needs!

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

A word about this handbook

Starting in a new childcare center can be an exciting, but at times overwhelming, experience. We hope that this handbook, which has been prepared to outline all of the program rules and state licensing regulations that apply to parents, will help give you an overview of our program.

Should any policy in this handbook be updated, or information be added, we will email a copy of the handbook to all parents and employees in the program. New policies, once updated, will take the place of any previously existing policies.

Additional copies of the handbook are always available in the office.

For a full list of Ohio Child Care licensing regulations please visit:
https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/

General Program Information

Hours and Days of Operation

World of Wonders Child Care and Learning Center
1200 Columbus Ave
Marysville, Ohio 43040

Tax ID# 31-1160191

Days of Operation: Monday through Friday
Hours of Operation: 5:15am to 6:00pm

Programs Offered:

	Approximate Ages	Full Time	Part Time Options
Infants	6 weeks to 18 months	Available	Not available at this time
Toddlers	18 months to 3 years old	Available	Not available at this time
Pre-Kindergarten	Starts 2 years before kindergarten	Available	Offered for children enrolled in an additional PK program (example: Harold Lewis Center)
School Aged	Kindergarten and older	Before and after school, school delay days, school days off	Before or After School
School Aged Summer Camp	Kindergarten and older	Offered during summer breaks	Not available at this time

Holiday Closures:
WOW closed each year for the following holidays:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve Day and Christmas Day

Should a holiday fall on a weekend, the center shall close either the Friday before, or the Monday after the holiday.
World of Wonders closes for two in-service training days a year. Parents will be notified at least 30 days in advance of these closings.
All holiday and training closures will appear on the Center Calendar, available on our website or at the front desk. Monthly calendars should be checked for updates on special events and closures. Parents can view our calendars online at www.wowchildcare.org

Inclement Weather Closures

World of Wonders rarely closes for inclement weather or general emergencies. Should WOW close for an emergency, closure information will be sent through our parent communication app, will be posted on the WOW Facebook page, and on our website.

Occasionally WOW finds it necessary to close early for a day due to incoming inclement weather. In this case, parents will be informed through our parent communication app, it will be posted on our Facebook page and our website.

Please note, there is no refund of tuition should WOW close for the above reasons.

Americans with Disabilities Act

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

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

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

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

World of Wonders Commitment to Equity

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

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

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

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

Your Child's First Day

Preparing for your child's first day

Your child's first day at WOW can be a fun and exciting day with the right preparation. We recommend doing the following prior to your child's first day at World of Wonders. By taking these steps, you will be able to concentrate only on transitioning your child into the program and not on paperwork.

- Return all paperwork, filled out, to the front desk prior to your first day.
- Set up a time to visit your child's classroom, with your child. Your child can meet their teacher and see their new friends.
- Read your child the book given to you at registration several times. This book was written in a simple way to explain WOW to children.
- Drop off any extra clothing, diapers, etc.
- Pay your deposit and first week's tuition payment.
- The night before your first day, make sure you talk to your child about WOW. The morning of your first day, make sure you let your child know the routine for dropping off at WOW.

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 doorbell by the front door. Each parent is let into the center once they can be seen on the doorbell camera.
- 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. 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.
- 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.

During the Day

We ask that all parents in the family download the Procare Connect application. You will receive a link for this app on your first day through the email you provided to the school. This communication tool will give you updates about your child's day and their learning (more information in Parent Communication section). If you do not receive an email, please check in with the office.

During the day feel free to call or check in as many times as you would like. You can also contact your child's teacher through the parent communication application Procare Connect. Please remember though, your child's classroom teacher's first priority is the children. If they do not get back to you right away, they are engaged in teaching. Please call the office if you would like to immediately talk to your child's teacher.

Picking Up Your Child

At pick up time, you will once again ring the doorbell. At times, children will be combined, due to late evening staffing, into other rooms. We will help you find the correct room for your child if they are not in their room. Children move to other areas of the program on a schedule in order to keep staffing costs and tuition lower. Make sure you touch base with your child's teacher about their day, and they will update you about anything you need to know. Once you leave with your child for the day, you will get a summarized report on Procare Connect. If you have any questions, please make sure you contact the office.

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

1. **HighScope Curriculum:** World of Wonders has been using an adapted HighScope curriculum for over 30 years. HighScope is an educational approach that emphasizes "active participatory learning." This means that children have a direct, hands-on experience with people, objects, events, and ideas. Children's interests and choices become the basis for their educational experiences. Children work at a developmentally appropriate pace and are supported by teachers in the classroom and parents at home.
2. **Environment:** We strive to make our environment comfortable and home like. Each room is customized to the specific needs of our children. In the environment you will see toys labeled and ready for children to learn. Each of our classrooms encourages different types of play and learning. At even the youngest age you will see options for children to play and learn in groups, or independently. Materials are close at hand and ready for use.
3. **Early Literacy:** Environmental print is everywhere at World of Wonders. Teachers read to students each day and children of all ages participate in literacy activities appropriate for their age group.

4. **Plan, Do, Review:** At World of Wonders each teacher customizes their schedules to meet the individual needs of their class. The daily schedules include small and large group times, morning meetings and active learning times. During active learning times children work with their teachers to plan their own learning experiences, participate in activities, and review them with a teacher. This allows children to control their own learning experiences while being guided by a skillful teacher.
5. **Lesson Plans:** Unlike many other early learning centers, we base all lessons on the interests, strengths and needs of our children. We do not have a prepared curriculum that must be used in the classrooms. Teachers create weekly lesson plans that directly meet the interests and needs of the students in their classes. These are sent to parents daily on our parent engagement application.
6. **Hands on Learning**: Children at World of Wonders participate in hands on learning opportunities, freely throughout the day. Children are able to make choices about their own learning, while being guided by our experienced teaching staff.
7. **Child informed instruction**: With a variety of assessments done, we approach over thirty-five areas of development in creative ways. With the HighScope philosophy we incorporate the Ohio Early Learning and Development Standards into our daily learning.

Assessments

All children at the Center are given annual assessments including COR (an ongoing assessment system, you will receive updates on your child's progress throughout the year), DECA (a social/emotional assessment done annually or as needed), and the Brigance assessment (a cognitive screening done annually or as needed). All these assessments help us to determine if your child needs extra help in areas or has strengths that can be built upon. If you do not wish for your child to receive one, or all these assessments, please see the office for a waiver form.

All results of assessments are kept for internal usage only. Results are not shared with ODJFS or any outside organization unless requested, in writing, by a parent.

Daily Activities

Daily Schedule

During the day, your child will participate in a variety of lessons to continue their learning and development. The schedules below are example schedules, as schedules are changed based on the needs of the classroom and children. For your child's current schedule, please see the schedule posted outside of each classroom.

Young 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 (around 9:30)
    - Sensory
    - Small group- Children work in small groups, or individually with a teacher, to promote the development of a specific skill.

    - Story time
    - 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
9:15qm – 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
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 quite time is an important time of day for children to relax and restart. For toddlers, preschool, and pre-kindergarten children a two-hour nap/quiet time are set aside each afternoon. This will take place from 12:30p to 2:30p or as designated on the schedule posted outside each classroom. Pre-Kindergarten children may have a shorter rest period depending on their individual developmental needs. Any child who does not fall asleep after an appropriate length of time during the designated nap/quiet time shall have the opportunity to engage in quiet activities on their cot.

For school-age children a one-hour quiet time is set aside each afternoon during full days at WOW. We encourage the children to rest, read, do other quiet activities, or lie quietly.

Each child shall be assigned an individual cot for sleeping/resting. If the use of a cot is hazardous to a child, the Center will obtain parent/guardian written permission for an alternative plan. All cots are cleaned and disinfected regularly and when transferring to another child.

We ask that parents provide a **small blanket and pillow** for rest times. Please do not bring anything that cannot fit in your child's bag. We send these home on Friday of each week to be cleaned. Children may bring a comfort object for nap time. If this comfort object becomes a concern at nap time (throwing, loud playing, etc.) it may be placed in a child's cubby to be taken home that evening.

Outdoor Play Policy

The Center will provide outdoor play each day, in suitable weather, for children toddler aged and above who is in attendance for 2 or more hours. Infants will also go outside if weather appropriate.

Outdoor play may be restricted due to inclement weather including, but not limited to extreme wind chill factor, high humidity or heat index, high ozone levels, high pollen counts, thunderstorms and lightning, high winds, precipitation, etc. If the weather is not suitable for outdoor play, classroom staff will be notified by a member of the administrative staff, another type of large muscle activity will be provided in the classroom.

Children should be healthy enough to participate in outdoor play if they attend the center each day and must bring coats/jackets/gloves/mittens when appropriate.

Transitioning to a New Classroom

Before going to a new classroom, children will visit the next older age group to facilitate their transitioning. Before a child begins a transition period to the next class, a transition agreement must be signed by the child's parent or guardian. When creating this agreement, we will provide you with some tips on how to help your child adjust to the new classroom. We will also let you know what individualized activities we will be doing at the center to help your child with the transition.

The written agreement between the parent/guardian and the Center shall specify the beginning and ending date of the transitioning period and include the transitioning schedule. A copy of this agreement will be available in the assigned classrooms. If you would like to sit down and meet with the teachers about the new classroom, please see the office for a time to set up a parent/teacher conference.

Toilet Training

Toilet training is never required at WOW. We know that each child is an individual and is able to accomplish going to the potty at different times. When you think your child is ready to use the toilet, we ask that you talk to your child's teacher about your potty-training philosophy.

Supervision

Each child at WOW is assigned a primary caregiver. Although all of our teachers work in teams, this staff member will be responsible for many of your child's needs. Additionally, this person will be completing assessments on your child, and working with your child to work on developmental and educational goals.

At WOW, no child is ever left alone or unsupervised. Every child is within sight and hearing of childcare staff members at all times. School aged children may do quick errands, or use the restroom alone, in the building, but must be accounted for at all times.

Field Trips/Routine Trips:

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

Prior to all field trips parents/guardians will need to sign a written permission form. Parents will be asked to sign annual routine trip/walking field trip permission forms. Children will not be allowed to attend field trips, walking trips or routine trips without a permission form signed by the parent/guardian of the child.

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

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

Behavior Management

Behavioral Concerns

Our approach to behavioral concerns is educational. We do not use any type of corporal punishment and avoid time outs. We use redirection and talking about concerns if possible.

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

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

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

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

Suspension and expulsion from the center

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.
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

Each parent must touch base with their child's teacher in the morning and afternoon. Once a child is in a teacher's care, or leaves for the day, the teacher will log your child's check in and check out times.
Please make sure you inform WOW, by email, the app, or phone call if your child will be absent for the day. The reason for absence is required so we can track current illness trends. If your family will be out on an extended leave, please let the office know prior to your absence.

School aged Transportation

WOW arranges transport to all Marysville schools. If your child attends Northwood, you will need to call the Marysville transportation office to have your child transported to and from WOW.

If your child will not be riding back to WOW on the WOW bus, you **must inform** WOW prior to 3:00pm as WOW may not leave the school until all children are accounted for. If a parent fails to inform WOW of their school aged child's absence, a $10 fee may be charged to your account.

WOW provides transportation on inspected vehicles that are driven by our trained teaching staff.

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

Daily reports are completed by the infant, toddler, preschool, and pre-kindergarten teachers for every child in attendance and distributed to the parents/guardians at the end of each day through the Procare app. These reports are individualized and help give you information about what your child enjoyed at school during the day. Please note, if your child misses one of the scheduled learning times this area may not be shown on your sheet.

All parents are required to sign up for the Procare application. This is an application for your mobile device that we use to send pictures and information about your child's day. Once enrolled, parents will receive an email with information about this app. Please see the office if you have any issues using this program or downloading it on your mobile device.

World of Wonders uses the Procare program to send messages and pictures. Pictures are not always sent daily, but parents will receive frequent communication from this program. Each parent must provide the office with an updated email to receive an invitation to this program.

Children enrolled at World of Wonders will all have an individual bag that they bring with them each day. If children do not bring a bag, one will be provided. This may be a standard sized backpack or smaller, which is used for storage of personal belongings and may hold papers used to communicate with you. Please check your child's bag each day for updated information. Parents need the approval of the Executive Director or another member of the administrative staff prior to using the "cubbies" or bags as a means to communicate with other parents.

Parent Contact Information

Parent contact information will not be released by WOW for any reason. If a parent wishes to contact another parent, the parent must give their contact information to the classroom teacher or office to deliver to other parents within the program.

Parent/Teacher Communication

Parents should remember that the first priority of the teacher is to their class. If parents wish to have an extended conversation with their child's teacher, they should see the office to set up a parent teacher conference. Parent teacher conferences are also offered two times a year at the end of COR grading periods and when children transition classrooms. All problems and concerns should be directed to the office and not the teaching staff.

Parents are asked to treat our staff and administration with courtesy and without harassment. Parents must work collaboratively with our program and their child's teachers to ensure the best possible educational outcomes for their child.

Parent Participation

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

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

The individual classrooms will also have special activities, such as birthday parties, holiday parties, and field trips (for children over 3 years old) at which we encourage parents to volunteer and participate. Parents should be sure to look for the posted sign-up sheets for these activities. Updates on volunteering will be in the monthly newsletters.

World of Wonders publishes a monthly newsletter which may include upcoming center events, parenting articles, notes from the Executive Director, classroom updates, and other important information. This newsletter is sent through the Procare application.

Any important announcements and upcoming events will be posted by each classroom. Parents should be sure to check in their child's classroom for any posted additional information, communicable disease notices, and classroom activities.

All parents are encouraged to attend meetings held by the Board of Trustees. These meetings will be posted in the newsletter as well as online. During these meetings additional opportunities for school involvement will be discussed. If you are interested in officially joining the Board of Trustees, please see the office for an application.

Open Door Policy

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

Grievance Policy

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

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

1. The issue shall be discussed with the Executive Director. If the Executive Director is not available, a complaint form may be filled out in the front office. This form may be placed in a sealed envelope to be delivered to the Executive Director.
2. If the grievance is not alleviated following this discussion, then the matter is to be presented to the Executive Director in writing, offering possible solutions.

3. The Executive Director has five (5) working days to respond to the parent's/guardian's grievance in writing or in a private meeting.
4. If a parent/guardian has an issue with the Executive Director, they may skip steps 2 and 3 above and go directly to step 5 below.
5. If the parent/guardian remains unsatisfied, a written request may then be made to the Board of Trustees to discuss the grievance. The Board of Trustees may be contacted at board@wowchildcare.org.
6. The Board of Trustees will discuss the grievance and reach a decision. The decision of the Board of Trustees is final.

Health and Safety

WOW Parent Camera Policy

WOW is committed to the safety and privacy of every child enrolled. Cameras are located in each classroom, and the lobby, in order for administration to review events and provide more security within our facility. These cameras are on all the time unless there is a technology error. There is voice recording capability with these cameras. They are not placed in areas where there is diaper changing or bathrooms.

As we prioritize the privacy of each child in our program, this footage from these cameras is not available publicly in any form. This footage will only be available for viewing by administration and will only be reviewed on an as needed basis.

Although parents are not able to watch live footage of the classrooms, we will make footage available to parents upon request and approval from the Executive Director. To request footage from your child's classroom a written request can be made in the office. We will respond to you within 24 hours. This footage may only be viewed in the office by the requesting parties. Please note that the release of footage is at the discretion of the Executive Director and footage will not be released to parents if another child's privacy may be infringed upon.

Delivery and Release of the Child

Each child must be taken to his/her teacher upon arrival. Under **no circumstances** is a child to be dropped off outside the building or left at the main entrance, this includes school-aged children.

Parents must touch base with their child's teacher to make sure the teacher knows that your child has arrived and is departing.

Children will only be released to their parents or authorized persons. A child will only be released to persons sixteen years of age or older. Any changes in authorization must be made in the parents' handwriting and submitted in advance to the office, in person. Under **no circumstances** will a child be released to an unauthorized person. Be aware that any person picking up your child will be asked to show a picture identification.

State law requires children transported in motor vehicles to be buckled securely into car safety seats/seatbelts that meet state requirements. Children cannot be left unattended in vehicles (running or otherwise) without adult supervision during drop-off/pick-up. World of Wonders will contact Children Services, as required by law, should we see unsupervised children, or children not being properly restrained in vehicles.

When a staff member is concerned about a parents/guardian's ability to safely transport their child due to the use of alcohol, drugs or another reasonable concern, the parent/guardian agrees to either leave the program

by taxicab or have another person on the authorized pick-up list pick up the child. Should parents insist on transporting their children in these cases, staff at World of Wonders will contact emergency services as required by law.

Concealed Weapons Law

Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto Center premises

Procedures for Emergencies and Accidents

Parents are reminded that although children are consistently and well supervised, accidents do happen. Precautions are taken to prevent accidents and to ensure the safety of children and adults. However, World of Wonders has devised several procedures to follow if an emergency would occur while a child is in our care. For a full copy of our state mandated disaster plan please see the office.

1. All staff members that have been at World of Wonders for over 90 days are trained in First aid, CPR and child abuse recognition and prevention. There is always one member of staff on site with this training in addition to communicable disease prevention.
2. An Emergency plan for Medical, Dental and General Emergencies is posted in each classroom as well as in each room of the building. These plans give information on steps to follow in the event of an emergency. A full book of emergency plans is available for review in each building.
3. Fire/Tornado: In the event of a fire or tornado children will evacuate to the location posted on their Medical, Dental and General Emergency Plan posted in each area used by children. Should children need to evacuate due the building due to fire or weather conditions, or loss of power, heat or water, our emergency destination will be sent to parents.
4. In the unlikely event there would be an environmental threat or threat of violence, the staff will: Secure the children in the safest location possible, contact and follow the directions given by proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.
5. In the case of a minor accident/injury staff will administer basic first aid and comfort to the child If the injury/ illness would be more serious, first aid would be administered, and the parent would be contacted immediately to assist in deciding an appropriate course of action. If any injury/ illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available heath records. Staff may not transport children in their vehicles. Only parents or EMS may transport children in case of emergencies.
6. An incident/ injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness , accident, or injury which required first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness" as outlined in the ODJFS Childcare Licensing Rules.
7. To prepare children for the above emergencies, WOW conducts monthly fire drills, periodic tornado drills and occasional intruder drills. This better prepares children to evacuate the building in a calm and orderly manner. When conducting these drills, we make them fun and educational experiences.

8. A first aid kit is readily available in the administration office as well as other locations around the building. First aid equipment is also taken to the playgrounds and on field trips.
9. An emergency medical authorization statement must be completed by the parent/guardian of each child upon enrollment at the Center. This statement will be kept on file in the office for ready reference when a child is being considered for medical or dental treatment. World of Wonders reserves the right to deny admission of a child whose parent/legal guardian denies consent for emergency transportation to a source of medical treatment.
10. A full Emergency and Disaster Plan is located on the front table, for review in the front office.

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

Emergency Transport:

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

Management of Illness

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

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

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

- If a child is sent home ill from WOW, the student may not return the entire following school day and must be symptom free for over 24 hours. If a child becomes sick at home, they may not return until they have been symptom free for 24 hours.
- Children who are diagnosed with communicable disease by a physician will not be allowed to return to the center for the following school day. As state regulations dictate different exclusion periods for each illness, **parents must call the center after their child has been diagnosed** to determine the length of time each child must be out of school.
- Children must be well enough to participate in daily activities, including outside time. Children who are not able to take part in activities due to illness will be sent home.

- Anytime a child is isolated due to illness they will be kept within sight and sound of a staff member. The cot or any blankets used will be washed and disinfected before use again.
- Parents will be notified through the Procare app if children have been exposed to a communicable illness.
- For your reference, a communicable disease chart is posted near the Executive Director's office.

For the current World of Wonders COVID policy, please see the office. This policy is changed and updated every 2 months, or as needed.

Under Immunized Children

The center will accept children who are not immunized if there is a documented religious or medical reason. Parents must disclose if their children are under immunized or on a delayed schedule to a member of administration. However, the center will ask the parents to write and sign a waiver that states the importance of immunizations and the risk to the child who is not immunized. All waivers will be reviewed by the World of Wonders Board of Trustees prior to enrollment.

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

Administration of Medication, Food Supplements, or Modified Diets

Parents must inform the office of any medications their child needs during the school day. This includes prescription medications, over the counter medications, lotions, diaper creams, lip balm, hand sanitizer, lotion, sunscreen, etc.

World of Wonders will administer medications to a child only after the parent completes a Request for Medication form. These forms can be obtained in the office. All proper sections must be completed, and the medication handed to the office. Medication will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. This includes hand sanitizer for school aged children.

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

School aged children are permitted to carry and apply topical medications and may keep lifesaving medications (ex: inhalers) on their person always. These medications must still be reported to the office prior to usage.

Food supplements or modified diets: if your child requires a food supplement or modified diet, you must secure written information from your physician regarding this on state required forms. Please speak with the administrator for more details regarding this. If your child's diet needs to be modified based on moral or religious ground, please see the office.

Medical procedures: If your child will require any onsite medical care or medical procedures, we ask that you see the office to fill out a Medical Care Plan. Parents are required to train staff on any medical care prior to it being administered at the center.

Sunscreen

Sunscreen will be applied with parent approval and upon request. Parents may bring in their own sunscreen, labeled with the child's name, and fill out a medication administration form prior to sunscreen application. World of Wonders will provide sunscreen at a monthly cost to parents. Information will be sent out each spring about this sunscreen and the cost. At the beginning of summer each child in the program will be provided with a medication administration form to remind parents to bring in sunscreen. Sunscreen will be applied throughout summer months and ongoing throughout the year with parent request.

Sunscreen will be applied prior to children going outside and, should a child be outside for a significant period, every two hours or more frequently upon parent request. All sunscreens will be sent home at the end of the summer unless parents request for application throughout year.

Reporting Suspected Child Abuse or Neglect

It is important for parents to be aware that under section 2151.421 of the Ohio Revised Code, the administrator and each employee of the Center are required to immediately report their suspicions of child abuse or neglect to the public children services agency (Union County Children's Services Agency). It is the responsibility of this agency to investigate each report. All staff are trained in child abuse and neglect prevention and reporting.

Meals and Snacks

World of Wonders provides two snacks, morning, and afternoon snack, as well as liquid milk at snack times and lunch times. Parents are responsible to send a packed lunch for their child. The monthly snack menu is posted on the wall outside the kitchen. Should your child require vitamins or a special diet, you must have a written prescription or statement signed by a licensed physician filled out on the appropriate paperwork that is available in the office. This includes all food replacements for allergies.

Snacks

World of Wonders provides a bread/bread alternative (i.e., cereal) and milk every morning at the posted time on our snack menu found posted throughout the center.
The children will receive an afternoon snack daily. These nutritious snacks will include a minimum of two foods from the four basic food groups.

Packed Lunches

You will be responsible for providing a nutritious lunch for your child including a minimum of the following components. Protein, bread, or bread alternative, two servings of fruits/vegetables. Milk will be provided by the Center at lunch. If you fail to provide a lunch for your child that fulfills the listed requirements or contains choking hazards, supplemental food will be served to your child to meet the requirements. Each time the Center provides supplemental food for your child's lunch, a $1.50 fee per food item may be charged to your account.

All foods must be cut in to bite sized pieces and prepared so that they do not present a choking hazard for children. If food is not cut into the correct sizes the Center will need to supplement each item of food. Supplement fees will be charged for these foods.

Milk/Formula

For children under twelve months of age, the Center shall use formula or breast milk provided by the parent/guardian. Should parents wish to serve a child under 12 months of age fluid milk (cow), they a form must be filled out by a medical professional. Parents should see the office for this form.

For children twelve months to twenty-four months of age, the Center shall provide and use whole homogenized vitamin D milk. For children over twenty-four months of age, the Center shall provide and use 1% fluid milk that is vitamin D fortified.

Milk Alternatives

If you wish your child to have a milk alternative, or if your child needs special milk due to dietary restrictions, please see the office to fill out the appropriate paperwork. If an entire dietary group must be eliminated, due to medical reasons, additional paperwork filled out by a medical professional may be needed.

Juice

Only full-strength (100%) fruit or vegetable juice shall meet the fruit or vegetable requirements for meals or snacks

Lunch Requirements and Portion Sizes

Portion Sizes for Meals

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

Choking Hazards

Children of all ages are susceptible to choking, but kids younger than five are especially vulnerable because they have fewer (and smaller) molars, weaker chewing ability, and narrower airways than older children and adults. Most dangerous of all, they are prone to putting things in their mouths--unlike older children.	Choking is the fourth leading cause of unintentional death in children under the age of five. • Children under age 5 are at greatest risk for choking injury and death. • Toys, household items and foods can all be a choking hazard. • The most common cause of nonfatal choking in young children is food. • At least one child dies from choking on food every five days in the U.S., and more than 10,000 children are taken to a hospital emergency room each year for food-choking injuries.
Children up to their fifth birthday should not be given these foods: • Gum • Hard candies • Nuts/Seeds • Popcorn kernels • Marshmallows • Chips (toddlers)	Foods that must be carefully prepared: • Cherries, or other fruit with pits or seeds • Meat chunks • Hot dogs or sausages or any other food that is firm and round unless it is completely chopped up. • Raw apples, pears, carrots, beans • Olives • Grapes • Cherry tomatoes • Peanut butter
Toddlers	**Preschool (3-5 years old)**
Foods for toddlers should be the size of a pea. Anything larger can become lodged in the child's throat. Dice large items like hot dogs, carrots, and celery. Chop melons and apples. Mash bananas instead of slicing them. Quarter cherry tomatoes, grapes, and strawberries. Shred or chop meat and cheese into exceedingly small pieces. Cut meat and chicken across the grain into small pieces. Peanut butter causes a choking hazard because it gets stuck to the roof of the mouth and throat and can be hard to swallow. To serve peanut butter to toddlers, do not serve in large globs. Instead spread peanut butter thinly on toast or crackers. Gummy bears, gum drops, hard, small candies like Skittles, M & M's, nuts (almonds, peanuts, cashews, etc.), popcorn, seeds and dried fruit and marshmallows can easily get stuck in a toddler's throat. These foods should not be served. Small, hard foods: pose a choking hazard for small children. Cook carrots or celery sticks until slightly soft, grate them, or cut them into small pieces or thin "matchsticks." Pieces of crusty bread or bagels can turn gummy in the mouth and get stuck over the trachea. These should not be given to babies.	Prevent choking by shredding or chopping meat chunks in small pieces — no larger than one-half inch (½"). Cut meat and chicken across the grain into small pieces. Cut cheeses into small ½ inch pieces Round foods like hot dogs and grapes should be cut in half so the round shape no longer exists. Cut cherry tomatoes, grapes, and strawberries in half. Preschoolers should not be served large globs or spoonsful of peanut butter. Instead spread peanut butter on toast/bread, crackers, fruit, vegetables.

Infant Daily Program, Caregivers and Formula/Food

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

To ensure the safety of our infants, children may not be placed in a crib with heavy blankets or any other items. No child under 12 months of age may have a loose blanket their crib. Sleep sacks can be provided by parents but may not be used once a child is mobile. All children will be placed on their backs, in a crib, to sleep. If a medical condition exists where your child needs to sleep in equipment other than a crib, or on their back, written permission from a licensed physician must be provided. If this is the case, please see the office for a "Sleep Position Waiver" form.

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

Parents/guardians are responsible to provide the appropriate number of prepared formula bottles for their infant each day. These bottles are to be stored in the refrigerator located between the two infant rooms. In addition, emergency milk/formula must be kept on site in the original container for formula or dated bags for breast milk. Please note that we do not prepare formula for bottles on site unless in the case of needing to use back up formula.

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

If breast milk is provided by the parent or guardian, it shall be labeled with the child's name, the date the milk was expressed, and the date of receipt and immediately refrigerated or frozen. Refrigerated breast milk shall not be stored for more than twenty-four hours. Breast milk shall be kept frozen for no more than two weeks.

Breastfeeding/Pumping on Site

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

Misc. Policies

Termination of Service

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

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

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

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

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

Swimming Policy

Before a child can participate in a water or swimming program where the water is more than eighteen inches deep, a permission form must be signed and dated by the child's parent or guardian indicating whether the child is a swimmer or non-swimmer, and there must be a trained lifeguard on site.
The children will be actively supervised by the childcare staff, and by people who are certified lifeguards.
Adults who are actively supervising the children shall be able to clearly see all parts of the swimming area including the bottom of the pools. The required staff/children's ratios shall be maintained during all swimming and water play activities.
Swimming activities shall not be permitted in lakes, rivers, ponds, creeks, or other similar bodies of water.
Before an infant or toddler child can participate in water activities using wading pools, a permission form must be signed and dated by the child's parent or guardian indicating whether the child is a swimmer or non-swimmer. The children will be supervised by the childcare staff and the required staff/child ratios shall be maintained during all water activities.

Attendance Policy
World of Wonders asks parents to call the center if a child will not be coming to school that day or coming after 9:00am. Parents are asked to state the reason and let the Center know when their child should be returning to school. The Center will contact parents after 3 to 5 days if a family is not heard from.

On rare occasions, if we do not hear from a family for an extended period of time, we may be forced to start the disenrollment process for your child.

Parking Lot Policy
All vehicles are to follow posted traffic signs when entering, exiting, and parking in the Center parking lot. To protect the children inside the building, all vehicles must be turned off if the driver is not present in the driver's seat of the vehicle. No child, of any age, may be left unattended in the vehicle.

Unless your vehicle has the proper documentation, please do not park in a handicapped parking space.

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

Clothing
Please remember to dress your child as comfortably as possible to enable him/her to participate in the different activities of the room. In the summer, the rooms are air conditioned. Make sure your child has appropriate outdoor wear: boots, a hat, mittens, long pants and/or snow pants, a warm coat, and any other necessary clothing to insure your child's warmth during outdoor play.

Flip Flops, dress shoes, and shoes without a back may not be worn by children at World of Wonders. Children should wear shoes that are comfortable, stay on their feet and have nonskid soles.

Please remember that due to the nature of our program clothing that children wear will become soiled during the day. During our daily activities' children play outside, use art supplies, and other items that may soil their clothing and bodies. Although we work hard to teach children to clean up after themselves and keep clean, please make sure that you are sending your child to school in clothing that can get stained and dirty.

You will need to leave two complete extra sets of clothing for your child (including shoes, socks, and underwear) at the Center. All clothing should be clearly marked with your child's name and stored in the designated place in your child's classroom/cubby. World of Wonders is not responsible for lost clothing.

All soiled clothing needs to be taken home daily to be laundered.

Items that are left when a child is no longer attending will be held for 7 days, after which they will be disposed of. You may ask a member of the administrative staff if you are unable to locate your child's missing clothing or other belongings.

Toys and Personal Belongings

We cannot be responsible for toys and personal belongings brought to the Center. To avoid lost articles, please make sure that all your child's belongings are clearly marked with his/her name.

Each child is required to bring a bag to school each day. This bag must be the size of a standard back pack or smaller. If a child does not have a bag, one will be provided. This bag is where your child's lunch box and other personal items may be stored. No medications may be kept in this bag including lotions, chap stick, hand sanitizer, etc.

We request that you check with your child's teacher before allowing toys to be brought from home into the classroom. Sharing personal toys is often difficult for young children. He/she may request that toys be brought from home only on a designated "share day."

We ask that "adventure toys" (such as, but not limited to. toy guns and other weapons, etc.) not be brought into the classrooms as these toys are often associated with aggressive play. No weapons of any kind are permitted on Center property.

Older children are permitted to bring electronic devices to the center. Children in age groups below school age must have teacher permission prior to bringing a device. These devices may only be used during scheduled times of the day. All applications and games must be appropriate for the learning environment. Any child that brings their own device to WOW may not take photos or videos of any other children. They may also not access any material which is not suitable or rated for children of their age. Repeated violations of this policy will result in a child not being able to bring or use an electronic device from home.

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

Paperwork and Financial Policies

Tuition Rates

World of Wonders

Weekly Tuition and Fees 2023	
Full Time Early Learning Programs	2023
Infants	$262
Toddlers	$247
Early Preschool	$242
Pre-Kindergarten	$231
Dual Enrollment (WOW and HLC)	$160
Part time options are not currently available for children in the above programs *A $50 supply fee will be charged each September for children in pre-kindergarten. This fee is prorated for late enrollments.*	

School Aged Programs	2023
Before and After School Care	$132
Before or After school care	$105
Summer camp or school vacation weeks	$215
School Delay Days (additional fee)	$5
No School Days (additional fee)	$15
Drop-In (per day)	$40
Drop-in days are only available for siblings of currently enrolled students and are subject to availability. *A $30 supply fee will be charged each June for children in our school aged summer program. This fee is prorated for late enrollments. Additional field trip fees may also be applied*	

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

Discounts

- Families with more than one child enrolled will receive a 15% discount off the oldest children's tuition!
- Each year we offer 2 half-priced weeks of care if your family is on vacation for a full week!
- Refer a family and get a free week of tuition!

How a non-profit childcare center helps our families!

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

Fee Agreement

1. A non-refundable registration fee in the amount of $50 is required to reserve a space for a child. This fee is used to hold a space for a child for two weeks after the expected start date. If the child does not start, the family may lose their reserved spot in the center. This fee does not apply to PFCC families.
3. A deposit fee, in the amount of $100 per family, is due on the first day of enrollment. This fee is only refundable with two weeks, written notice, of departure from the Center. This fee will be applied to tuition costs of final two weeks tuition. Deposits will not be refunded in check/cash form. This fee does not apply to PFCC families.
4. All children who enter the preschool or pre-kindergarten classroom will be charged a $50, non-refundable, supply fee to cover extra supplies used during the year. This fee is due September 1st and will be pro-rated for children joining the classroom at other times of the year. This fee does not cover field trip costs.
5. All children in the school aged summer program will be charged a $30, non-refundable, camp fee to cover additional supplies needed. This fee is due June 1st and will be pro-rated for children joining the classroom after June. This fee does not cover field trip costs.
6. Payments may be made by check, cash, credit card, automatic ACH withdrawal, or money order. Checks are to be made payable to World of Wonders, or WOW, and left in the payment box located in the front office. Receipts for payments will be issued upon request. All credit card payments will have a 3% service fee added to each transaction.
7. There will be a $25 fee for each returned check. This fee must be paid before child can continue in the program.
8. Tuition may be paid on a weekly or monthly basis. Tuition must be paid <u>before</u> service is provided.
Absences due to inclement weather, illness, holidays, in-service training days, or other activity will not be refunded or credited.
9. World of Wonders closes promptly at 6:00 pm. If a child is picked up after 6:00 pm the account will be charged a late pick-up fee of $1.00 a minute, per child, of care provided. This fee is due within 7 business days. Parents must call and inform the center when child is to be picked up late. If World of Wonders has not been notified of a late pick up, and a child remains after 6:30pm, the Marysville police and/or Children's Services will be contacted.
10. Each child is allotted two weeks of vacation time per calendar year. Parents notice prior to their vacation, in writing, of vacation. Tuition during vacation weeks will be charged at 1/2 the regular rate. Vacation weeks must cover a full week period (Monday through Friday) and may not be used in a child's last month of care.
11. A two-week written notice to the Executive Director is required for withdrawal from the center. If a two-week notice is not given, families will: a) be charged full two-week tuition, b) not be eligible for deposit refund
12. Families that do not make payment in full by the close of business on the last day of the week will be charged a $25 late fee unless prior satisfactory arrangements with the Executive Director are made in writing. If payments are not made in full within 14 days, care will not be provided until payment is made in full. WOW reserves the right to not allow re-enrollment based on poor payment history.
13. If action is necessary to collect amounts past due on accounts, clients must assume all responsibility for all costs incurred related to collection of past due accounts, including, but not limited to, attorney fees and court costs.
14. Families will be notified as soon as possible prior to the effective date of any rate changes.
15. Other costs, such as supplemental lunch fees ($1.50 per food item), supplemental diaper fees ($1 per diaper), etc. will be charged to accounts if clients fail to provide appropriate items as outlines by Parent Handbook.
15. All families receiving Publicly Funded Childcare through the State of Ohio must sign the WOW PFCC Fee Agreement.

WOW PFCC Fee Agreement

All families awaiting funding from PFCC (Publicly Funded Child Care), or who are in the reapproval process, must agree to the following:

- Understand that you are responsible for applying for, completing, and submitting all paperwork, and staying in contact with your caseworker. WOW is unable to complete any of these actions for you.
- Weekly you must contact the front desk in order to update WOW on the status of your application.
- Agree that if you are not approved for funding through PFCC all care that you have received will be charged at the private pay rates set by the company. These payments are due within 2 weeks of notice by WOW.

- Agree that if you are not approved within 4 weeks of start date that your account will be charged weekly Private Pay rates for your child. These payments are due weekly. Upon approval of your PFCC these payments will be refunded to you by check.

All families with PFCC Funding

- You are responsible for clocking your child in and out of the center each day.
- All co-payments are due on Monday. Please see WOW Fee agreement for policies outlining these fees.
- For any missed clock in and out times you will be notified each week on Monday that you are missing times. Times will be posted on the front desk on Monday. If your times for the past week are not corrected by Tuesday at business close your account will be charged a $15 fee as payments to WOW from the State of Ohio will be delayed.
- If clock in and out times are not corrected or inputted by the following week your child will not be able to attend WOW until times are put into the system.
- If your child is regularly being dropped off or picked up by a relative or another member of your family, they must stop by the front desk and talk to the Childcare Director. They will need to be put into the PFCC system as a pickup person and clock your child in and out.
- PFCC families are required to maintain a "full time status" of at least 25 hours per week on a regular basis. The only children that do not have to maintain 25 hours a week are school aged children during the public-school year. If a family is not able to maintain full time status on a regular basis, they will receive two warnings and then be removed from the program. Once warning is given, families must submit sick notes for their children for any additional weeks that children do not maintain a 25 hour a week minimum.
- Should a family be denied funding, or end funding, at any time, the family will be responsible for the full, private pay rate, as set forth by program policies.

Admissions paperwork, Registration and Deposit

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

The required State forms included in the enrollment packet are:

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

Also included in the enrollment packet are:

1. A supplemental enrollment information sheet
2. A fee agreement
3. Nutrition requirements and meal planning sheets
4. DECA screening
5. Goal setting Form

All children must be registered in advance and must comply with the state regulations regarding physical examinations and immunizations. When the enrollment forms are completed and returned, and the non-refundable registration fee in the amount of $50.00 is paid, a starting date will be scheduled.

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.

Center Parent Information (ODJFS)

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

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

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at http://childcaresearch.ohio.gov/. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

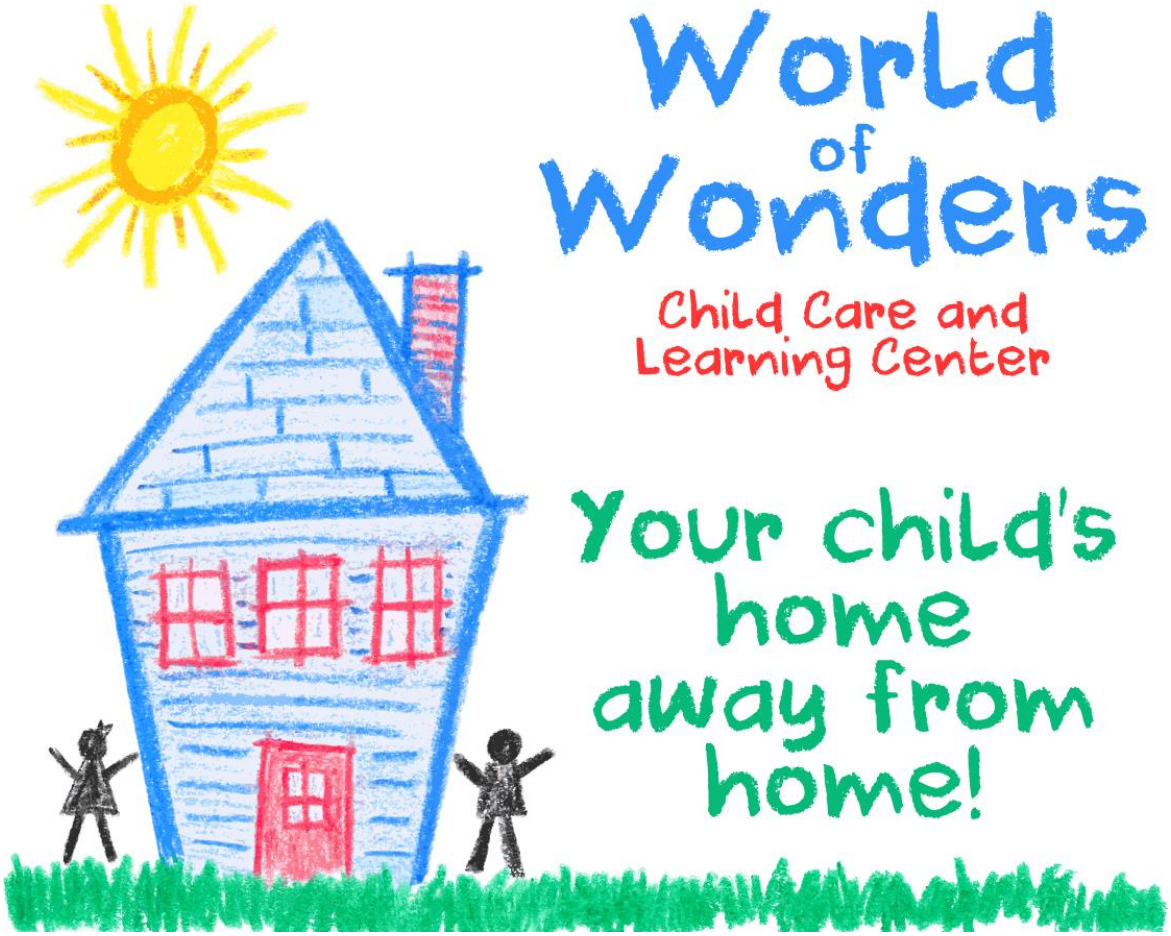
It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call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

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th 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

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit http://jfs.ohio.gov/cdc/families.stm.

TEACHER POLICIES



Teaching at WOW

Our Mission

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

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

Ratios

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

Staff/Child Ratios, Age Grouping and Maximum Group Size

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
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

Supervision

<u>At all times, you should know how many children are in your group/classroom.</u>

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

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

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

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

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

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

Behavior Management

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

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

If you remove a child from a situation, they do not develop the skills they need to approach the problem more constructively the next time it occurs. It may solve the adult's immediate problem of restoring order,

but such an approach will not support the children's need, at a critical moment, to begin to acquire new social skills

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

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

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

Please remember: If a child appears to have a "high risk" behavior (one that is consistent or puts other at risk) or has an ongoing minor behavior (such as crying, not wanting to participate, etc.) you must talk to the Curriculum Director who can assist you in addressing these behaviors and the parents.

ODJFS Behavior management policies

World of Wonders follows all state regulations when working with children. Please observe the following behavior management rules (ORC5101:2-12/22)

1. Childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management.
2. Child guidance and management measures must be developmentally appropriate for the child, shall be consistent, and shall be explained to the child and shall take place at the time of the incident as soon as the issue can be safely addressed.
3. The childcare staff member shall:
    a. Use developmentally appropriate techniques suitable to the children's ages and relevant to the circumstances such as, but not limited to:
    b. Setting clear limits.
    c. Redirecting the child to an appropriate activity.
    d. Showing children positive alternatives.
    e. Modeling the desired behavior.
    f. Reinforcing appropriate behavior.
    g. Encouraging children to control their own behavior, cooperating with others, and solving problems by talking things out.
4. Intervene, when needed, as quickly as possible to ensure the safety of all children.
5. If centers use developmentally appropriate separation from the situation the separation shall last no more than one minute for each year of age of the child and shall not be used with infants. When the child is to return to the activity childcare staff members must review the reason for the separation and discuss with the child what behavior is expected.
6. Communicate and consult with parents or guardians prior to implementing any specific behavior management plan. This plan must be in writing and signed by the parent/guardian and must be consistent with the requirements of this rule.

All employees and childcare staff members shall not:

a. Abuse, endanger or neglect children.

b. Utilize cruel, harsh, unusual, or extreme techniques.
c. Utilize any form of corporal punishment.
d. Delegate children to manage or discipline other children.
e. Use physical restraints on a child.
f. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
    i. Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
    ii. Prone restraint includes physical or mechanical restraint.
g. Place children in a locked room or confine children in any enclosed area.
h. Confine children to equipment such as cribs or highchairs.
i. Humiliate, threaten, or frighten children.
j. Subject children to profane language or verbal abuse.
k. Make derogatory or sarcastic remarks about children or their families.
l. Punish children for failure to eat or sleep or for toileting accidents.
m. Withhold any food, including snacks and treats, rest, or toilet use.
n. Punish an entire group of children due to the unacceptable behavior of one or a few.
o. Isolate and restrict children from all activities for an extended period of time.

Failure to follow any of the ODJFS regulations above will result in disciplinary action up to and including termination of employment.

Child behavior Incident Reports

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

- Copies of all reports are to be kept in child's file located in the office.
- Should a student show a pattern of behavior, as determined by teacher/parent/administrator the Behavior Process must be started with the Curriculum Director. This includes assessments, parent meetings, and classroom adaptations (reasonable)
- Immediate referrals may be made with administrator approval.
- For a full copy of our behavior plan follow up, or if you have concerns about the behavior of a student, please see a member of the administrative team.

NAMES of other children may never be mentioned in the incident report except for child who the report is in reference to or anytime talking to a parent.

Solving Conflicts in the Classroom

In the classroom, there are 4 main reasons for conflicts

- Objects (children want the same object)
- Space (children want to be in the same space at the same time)
- Privilege (Children want to do the same thing at the same time-such as being line leader)
- Social (such as children excluding another child from play or a misunderstanding of something said or done)

- Children may also have conflicts at home that they are bringing to school or may have a physical reason (tired, hungry) that they are being confrontational at school

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

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

Ways to teach appropriate play and problem-solving techniques:

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

Removal from classroom

At times it is necessary to remove a child from the classroom due to other children being in danger or the child being a risk to themselves. This approach should be used in rare circumstances and only in case of immediate danger.
If a child is removed from the classroom the parent must be informed in writing of the removal. A behavior report may need to be filled out in this case.
Prior to removal, techniques above must be implemented to avoid repeat removal.

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

Care of staff member and Board children

As many people connected with WOW staff and the Board of Trustees have children in the program it is important to remember that these children must be treated as any other child would be in the program.
If the child displays dangerous or repeated misbehavior, a behavior report, or written document, must be kept on file about the incident.
These parents must be informed of their child’s misbehaviors as any parent would: in writing and on the same schedule as any other child.

If adaptations for a child are made, this must be presented in the form of a Behavior Plan, which teachers write in collaboration with Administration and require parent approval prior to implementation.
If you need assistance writing a behavior plan, please see your team lead or an administrator

Outdoor Play

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

Management of illness
Management of Illness Policy

Full illness policies are located in the Parent section of this handbook. Please inform the office if you are concerned about a child's health or believe that they are ill.

Emergency procedures
See Parent section of this handbook

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

Teacher addendum for Emergency procedures
Shelter in Place
During a shelter in place incident the office will announce:
Code Red
Quick Exit
During quick exit situation the office will announce:
Code Green
Bomb Threat
During a bomb threat the office will announce:
Code Black

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

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

Keeping Children Safe

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

Creating a safe environment

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

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

Toilet Training

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

- Asking the child to sit on the potty frequently (each hour and before going outside)
- Changing their clothing each time it is soiled
- Giving positive praise for using the toilet
- Communicate clearly and honestly with parents about progress
- **Remember: no child is ever to be forced on the potty. They are never scolded or punished for accidents. Food rewards are never given for using the potty. Potty time should be a fun experience for all children.**

Employees are to remember that no touching of bottom, chest, or genital areas that is outside of diaper changes/bathroom assistance, is allowed.

Diapers

Diapers must be checked at least every two hours to see if they are soiled in addition to anytime you notice they are soiled. Some parents have requested that diapers be checked on a more frequent basis. When a child

enters your room, you should look over all their enrollment information. On this paperwork you will see information about diapering as well as any other requests made by the family.
During diaper changes please remember the following:

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

Attendance

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

Abuse and Molestation Prevention Policy

World of Wonders does not tolerate mistreatment of any person associated with our program, in the workplace or at any activity sponsored by or related to it. WOW has a zero-tolerance policy for any abuse, molestation, or corporal punishment, committed by an employee, volunteer, or any other third party. Should any employee, volunteer, or third party be suspected of any abuse or neglect, or be investigated for any reason by CPS, they will be immediately placed on leave. Upon completion of an investigation, disciplinary action up to and including termination of employment may result.

Any persons associated with WOW who violates this policy will be discharged, reported to the proper authorities, and prosecuted to the fullest extent of the law. Abuse, neglect, sexual abuse, molestation, and misconduct are crimes. As mandated reporters, any person associated with this agency who fails to report such activity will be discharged, reported to the proper authorities, and prosecuted to the fullest extent of the law.

Policies to prevent misconduct and abuse

1. Staff should try to avoid being alone with a client. To prevent this staff are asked to keep doors open when they are alone with a child, be in view of the cameras if they are alone with a child or have another staff member assist them. At times, you will be in a classroom alone with a group of children (morning and afternoon) at this time staff members are expected to stay in view of cameras.
2. As all restrooms have half doors, except school aged restrooms, employees may assist or help children with diapering activities. Employees should not be alone with any child in the school aged or adult restrooms at any time. If these children need assistance the door must be left open a small amount and modesty should be maintained.
3. Classroom windows may not be concealed with items to block views from the hallway. Outdoor windows may be covered with provided shades during rest periods.
4. Absolutely no touching of a child's bottom, chest or genital areas is allowed outside of bathroom/diaper changing.

Procedure for reporting Child Abuse and Neglect

All childcare staff members must be trained in child abuse and neglect recognition and prevention. This training must be completed prior to being left alone with children and within 60 days of hire. This training will be provided by WOW and will be done through the ODJFS/OCCRRA training website. This training is state approved and must be taken every 2 years. This training will cover the following topics:

- Ohio law and rules pertaining to child abuse and neglect, including definitions, reporting and confidentiality requirements and the requirement to report suspected abuse or neglect by childcare staff members if observed or suspected
- Physical and behavioral indicators of child abuse and neglect
- Details on reporting, including penalty, immunity and how and to whom to report
- Race, equity, and diversity including how implicit biases may impact reporting
- The investigatory role of the children's protective services agency
- The sharing of information and the role of law enforcement, licensing, and the courts in reports of child abuse and neglect
- Helping families who have occurrences of abuse or neglect
- Prevention of child abuse and neglect in the center, including staff supervision and training, policies and procedures and appropriate discipline

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

Union County ODJFS (Child Protective Services) (8:00 AM- 5:00 PM) 937-644-1010
Sheriff (calls not during regular business hours) 937-645-4110
National Child Abuse Hotline: 1-800-442-4453
Child Help USA: 1-800-422-4453
For children in immediate danger please call: 911

Any staff member who observes suspected abuse or neglect, or any signs of suspected abuse or neglect will contact CPS. Child Care professionals can be held legally liable if they suspect child abuse or neglect but do not report it. If you are in doubt, you must call Child Protective Services for guidance. The CPS intake Worker will advise you on appropriate steps.

As a mandated reporter, you will be asked to provide information regarding the family and child. To assist you with this we ask that you talk to the Executive Director if you have any concerns relating to a child or family. The Executive Director will help you fill out a form with all of the information you will be asked for. The Executive Director will sit with you during the call and help answer any questions that ODJFS may have. In addition, you will be provided with the emotional support that you may need during and after the call. **At no time will the Executive Director inform employees that they may not call CPS.**

When you suspect child abuse, please follow this procedure:

- Reporting staff members will immediately contact the office and tell them you need to fill out the Report of Abuse or Neglect form.
- Office will give teacher leave from the classroom to fill out form as soon as possible
- All information on the form must be filled out by staff members with the support of the Executive Director (or Childcare Director). Administrators may offer advice on report however it is up to the reporting staff to decide if it meets the qualifications of abuse/neglect.
- Staff who observed abuse/neglect will call CPS. Intake worker at CPS will ask for specific information. CPS will determine if the call becomes an official report. Administrators may be present during the call.
- Reporting staff will give report to Administrators to keep on file for future reference. This paperwork should be kept in a locked cabinet, not in the child's file. Copies may not be kept in the classroom. Should reporting staff wish to keep a copy of report, it must not be kept in the school.
- The name of the involved family and child will be kept strictly confidential between the reporting person and Administrators.
- Once report has been made and filed, all communications concerning the case should be referred to the Administrators unless other staff is asked to be a part of the investigation.

Indicators and Definitions of Abuse

Physical abuse can be any act of violence (accidental or intentional) that results in an injury to a child. This may include punching, kicking, shaking, stabbing, throwing, biting, choking, burning, or hitting (with a hand or an object, like a belt or switch).

Physical abuse can result in:

- Bruises, blisters, burns, cuts/scratches
- Internal injuries, possible brain damage
- Broken bones, sprains, dislocated joints
- Emotional and psychological harm
- Lifelong injury and/or death

Behavioral signs of physical abuse:	Signs of physical abuse:
• Aggression toward peers, pets, animals • Seems afraid of parents or other adults • Fear, withdrawal, depression, anxiety • Wears long sleeves out of season • Violent themes in fantasy, art, etc.... • Nightmares, insomnia • Reports injury, severe discipline • Immaturity, acting out, emotional and behavior extremes • Self-destructive behavior or attitudes	• Injury to a child who isn't crawling yet • Visible and severe injuries • Injuries at different stages of healing on different surfaces of the body that are unexplained or explained in a way that doesn't make sense • Distinctive shapes of bruising and injuries • Frequency, timing, and history of injuries (frequent, after weekends, vacations, school absences)

Emotional abuse is the most difficult category to define, and unfortunately, the most difficult type of abuse to investigate. Examples include harsh criticism, name-calling or derogatory comments, shaming, threatening, withholding love and affection, and possibly exposing children to domestic violence.

Emotional abuse can include:

- Rejecting or ignoring telling a child they are unwanted or unloved, showing disinterest in child, little or no affection, not validating the child's feelings
- Shaming or humiliating: calling a child names, belittling, demeaning, berating, mocking, using language or taking action that takes aim at child's feelings of self-worth
- Terrorizing: accusing, insulting, punishing with, or threatening abandonment, harm, or death, setting a child up for failure, manipulating, taking advantage of a child's weakness or reliance on adults, slandering, screaming
- Isolating: keeping child from peers and positive activities, confining child to small area, forbidding play or other experiences
- Corrupting: engaging child in criminal acts, telling lies to justify actions or ideas, encouraging misbehavior

Physical signs of emotional abuse:	Behavioral signs of emotional abuse:
• Delays in development • Wetting bed, pants • Speech disorders • Health problems like ulcers, skin disorders • Obesity and weight fluctuation	• Habits like sucking, biting, rocking • Learning disabilities and developmental delays • Overly compliant or defensive • Extreme emotions, aggression, withdrawal • Anxieties, phobias, sleep disorders

<table>
<tr><td></td><td>Destructive or anti-social behaviors (violence, cruelty, vandalism, stealing, cheating, lying)
Behavior that is inappropriate for the child's age (too adult, too infantile)
Suicidal thoughts and behaviors</td></tr>
<tr><td colspan="2">Sexual abuse and molestation may include inappropriate touching, being forced to have sex, or engage in sexual acts, being forced to watch pornography, being prostituted, or having someone expose themselves to a child.
Sexual abuse and molestation also include any conduct or activity learning to, or resulting in, sexual arousal or gratification of one, or all, of the parties involved. It includes but is not limited to inappropriate touching, inappropriate physical contact, titillating or romantic conversations.
Sexual abuse of children includes:
Non-contact abuse
Making a child view a sex act
Making a child view or show sex organs
Inappropriate sexual talk
Contact abuse
Fondling and oral sex
Penetration
Making children perform a sex act
Exploitation
Child prostitution and child pornography</td></tr>
<tr><td>Physical signs of sexual abuse:
Difficulty sitting, walking, bowel problems
Torn, stained, bloody undergarments
Bleeding, bruises, pain, swelling, itching of genital area
Frequent urinary tract infections or yeast infections
Any sexually transmitted disease or related symptoms</td><td>Behavioral signs of sexual abuse:
Reports sexual abuse
Doesn't want to change clothes (e.g., for P.E.)
Withdrawn, depressed, anxious
Eating disorders, preoccupation with body
Aggression, poor peer relationships, delinquency
Poor self-image, poor self-care, lack of confidence
Sudden absenteeism, decline in school performance
Substance abuse, running away, recklessness, suicide attempts
Sleep disturbance, fear of bedtime, bed wetting (at advanced age), nightmares
Sexual acting out, excessive masturbation
Unusual or repetitive soothing behaviors (handwashing, pacing, rocking, etc.)
Sexual behavior or knowledge that is advanced or unusual</td></tr>
<tr><td colspan="2">Neglect is a failure to provide certain basic necessities of life, including food/water, adequate shelter, or appropriate supervision. Not getting medical care or not being taken to school may also classify as neglect. Deserting or refusing custody of a child or leaving a child in another's custody for days or weeks at a time</td></tr>
</table>

<table>
<tr><td colspan="2">

Failing to provide enough healthy food and drink
Failing to provide clothes that are appropriate to the weather
Failing to ensure adequate personal hygiene
Failing to supervise a child appropriately
Exposing a child to unsafe/unsanitary environments or situations

</td></tr>
<tr><td>Examples of physical neglect:

Deserting a child or refusing to take custody of a child who is under your care
Repeatedly leaving a child in another's custody for days or weeks at a time
Failing to provide enough healthy food and drink
Failing to provide clothes that are appropriate to the weather
Failing to ensure adequate personal hygiene
Not supervising a child appropriately
Leaving the child with an inappropriate caregiver
Exposing a child to unsafe/unsanitary environments or situations
</td><td>Emotional Neglect

Children require enough affection and attention to feel loved and supported. If a child shows signs of psychological illness, it must be treated.
Examples of emotional neglect:
Ignoring a child's need for attention, affection, and emotional support
Exposing a child to extreme or frequent violence, especially domestic violence
Permitting a child to use drugs, use alcohol, or engage in crime
Keeping a child isolated from friends and loved ones
</td></tr>
<tr><td>Emotional neglect can include:

Ignoring a child's need for attention, affection, and emotional support
Exposing a child to extreme or frequent violence, especially domestic violence
Permitting a child to use drugs, use alcohol, or engage in crime
Keeping a child isolated from friends and loved ones
</td><td>Medical neglect can include:

Not taking child to hospital or appropriate medical professional for serious illness or injury
Keeping a child from getting needed treatment
Not providing preventative medical and dental care
Failing to follow medical recommendations for a child
</td></tr>
<tr><td>Educational neglect can include:

Allowing a child to miss too much school
Not enrolling a child in school (or not providing comparable home-based education)
Keeping a child from needed special education services
</td><td>Signs of neglect can include:

Clothing that is the wrong size, in disrepair, dirty, or not right for the weather
Often hungry, stockpiles food, seeks food, may even show signs of malnutrition (like distended belly, protruding bones)
Very low body weight, height for age
Often tired, sleepy, listless
Hygiene problems, body odor
Talks about caring for younger siblings, not having a caregiver at home
Untreated medical and dental problems, incomplete immunizations
Truancy, frequently incomplete homework, frequent changes of school
</td></tr>
</table>

Receipt of Teacher Handbook-Teacher Copy

By signing the following I acknowledge that:

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

Employee Name: _____

Date: _____

Employee Signature:

_____

Receipt of Teacher Handbook-Please return to office

By signing the following I acknowledge that:

- I Have received the World of Wonders Teacher Handbook
- I understand that I am required to know the policies in this handbook and if I have any questions about policies that I will ask administration
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Employee Name: _____

Date: _____

Employee Signature:

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