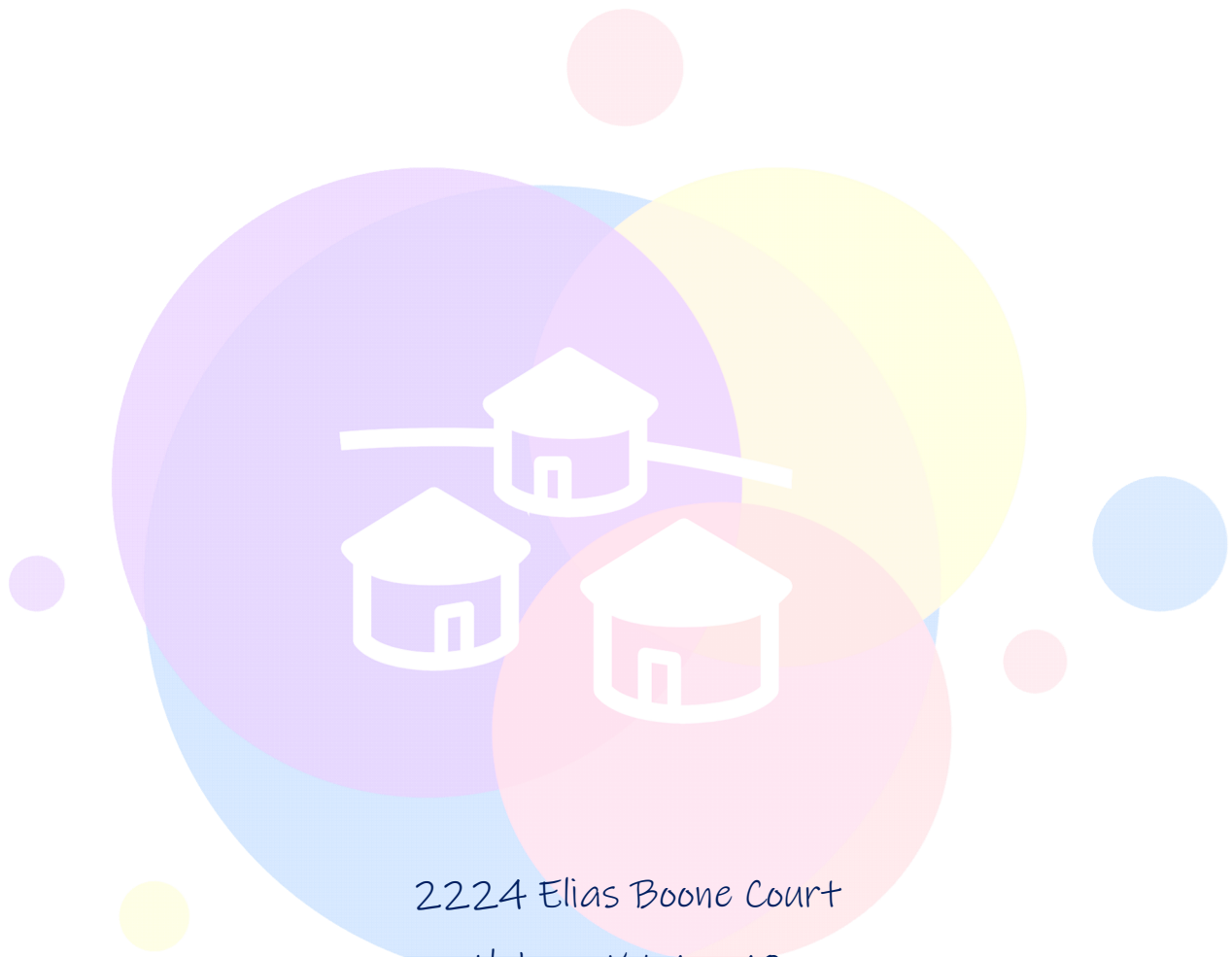


The Family Handbook



2224 Elias Boone Court

Hebron KY 41048

859-408-9535

Info@TykesAcademy.com

TykesAcademy.com

The Family Handbook

Table of Contents

Table of Contents	1
Acknowledgment	7
Who are we?.....	7
Tykes Academy Brand.....	7
Mission Statement	8
Our Values.....	8
Our Goals	9
A Look into Our Program.....	9
What We Do and What We Believe	9
Quick Facts.....	9
Ages of Care.....	9
Tuition.....	10
Rates.....	10
Late Payment Fee.....	10
Hours of Operation.....	10
Enrollment Types	10
Holiday Closures.....	10
Description of Age Groups.....	11
Infants.....	11
Toddler 1	11
Toddler 2.....	11
Preschool.....	11
Transitions	12
Admissions	13
Enrollment Requirements.....	14
Registration Documents	14
Enrollment Fees.....	15
Community Program Participation.....	15

The Family Handbook

Waitlist Information	15
Classroom Playdate and Facility Visitation	15
Annual Enrollment Fee.....	15
Items To Bring on Your Child's First Day.....	15
Updating Forms for Your Child's File	16
Payment Policies.....	16
Program Options.....	16
Requesting a Change of Enrolled Days.....	16
Tuition Fee.....	16
Late Payment Fee.....	17
Returned Payments.....	17
Evaluation Of Tuition Rates	17
Absence Fee	17
Vacations	17
Late Pick-Up Fee	17
Holidays	17
Severe Weather Policy.....	18
Withdrawal And Discharge Policy	18
Withdrawing From Tykes Academy.....	18
Discharge Policy	18
Our Curriculum: The Creative Curriculum	19
Developmentally Appropriate	19
Language Development.....	19
Cognitive Development.....	19
Social Emotional	20
Physical Development	20
Art, Music, Dance, and Creative Expression.....	21
Animal Handling and Policy	21
Introduction	21
Guidelines and Policies Regarding Animals	21
Emergency Situations	22

The Family Handbook

First Aid.....	22
Risks.....	22
Emergency Medical Transport Policy.....	22
Outdoor Play Policies.....	23
Preparation for Outdoor Play	23
During Outdoor Play.....	23
After Outdoor Play	24
During Inclement Weather	24
Arrival And Departure.....	24
Arrival Procedure	24
Departure Procedure	25
Pick-Up Authorization	25
Bottles, Meals, and Snacks.....	25
Preparation Of Food.....	25
Mealtimes.....	25
Menus.....	26
Water And Mealtime Fluids.....	26
Bottles and Formula Policy.....	26
Children With Special Diets.....	26
Facility Celebrations	26
Nap Time Policy.....	26
Nap Time Statement.....	27
Infants.....	27
Toddler/Preschool	27
Nap and Rest Policy.....	27
Cleaning, Sanitizing, and Disinfecting Policies.....	28
Cleaning	28
Sanitizing	29
Disinfecting	29
Handwashing Policy.....	30
Hand Sanitizer Policy	30

The Family Handbook

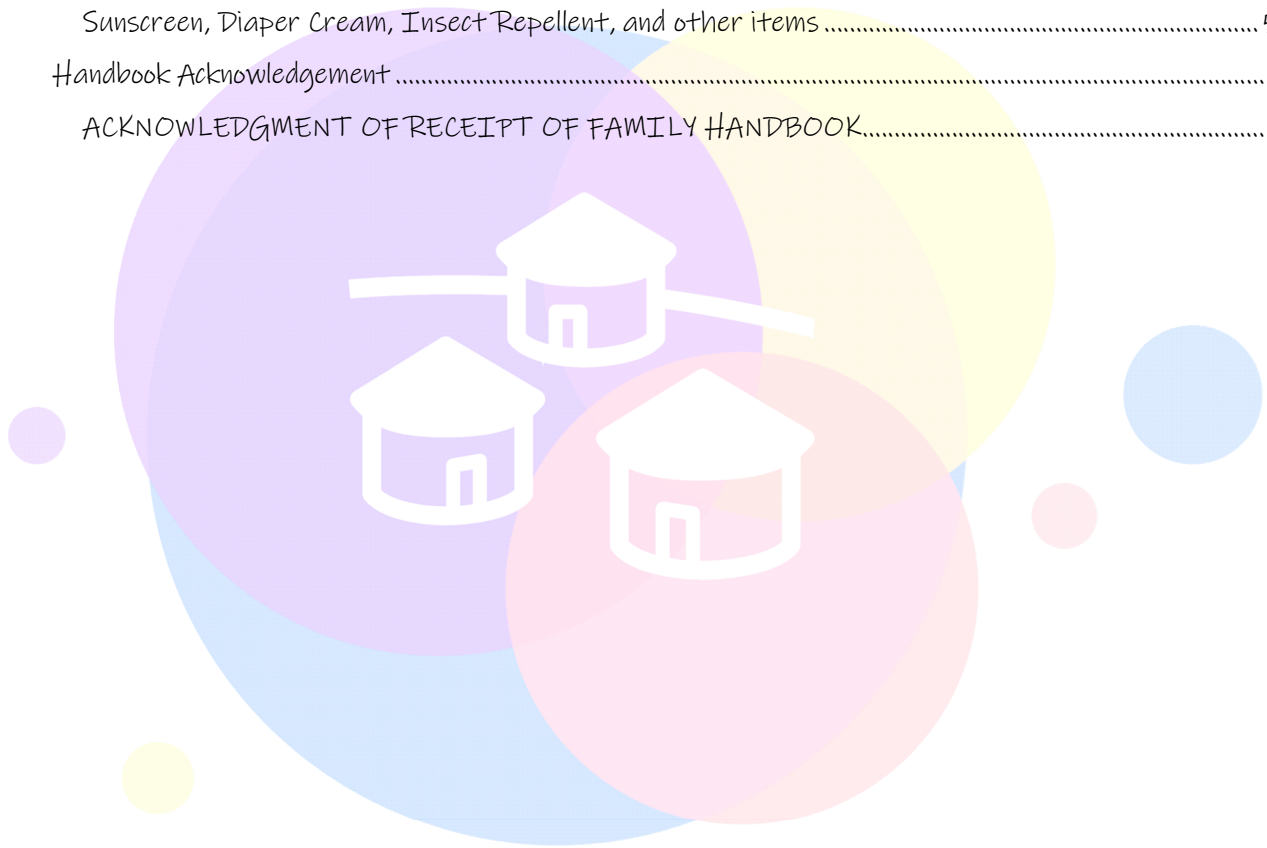
HVAC Air Filter Policy.....	31
Pest Control Procedures.....	31
Bed Bug Policy.....	31
Lice Policy.....	32
Diaper Changing.....	32
Diaper Changing Procedures.....	32
Potty Training and Diaper Changing.....	33
Stages of Potty Training.....	33
Signs of Readiness.....	33
Tykes Academy Requires the potty-training process begin at home.....	34
Recommended Potty -Training Process at Home.....	34
Potty -Training Process at Tykes Academy.....	35
Potty Training Guidelines.....	35
Miscellaneous Day to Day Policies.....	35
Attire For Children.....	35
Screens And Media.....	35
Toy Policy.....	36
Field Trips.....	36
Special Events.....	36
Discipline Policy.....	36
Biting.....	36
Procedure employees will follow if biting occurs:.....	37
Positive Discipline Techniques.....	39
Serious And Habitual Behavior.....	39
Challenging Behavior Process.....	40
Methods and Procedures:.....	40
Informal Assessments, Observations, Evaluations.....	41
Informal Assessments at Tykes Academy.....	41
Professional Evaluations.....	41
Family Conferences.....	41
General Employee Information.....	41

The Family Handbook

Staffing At Tykes Academy	41
What Makes Our Staff Special?.....	42
Non-Discrimination Policy.....	42
Equal Employment.....	42
Sexual Harassment.....	43
General Facility Policies	43
Child Neglect and Abuse	43
Confidentiality and Privacy.....	44
State Regulations and Licensing.....	44
Type Of Insurance.....	44
Social Media	44
Smoking Policy	44
Alcohol Policy	45
Hazardous Items.....	45
Emergency Preparedness.....	45
Emergency Consent Forms	45
Emergency Handbook Onsite	45
Emergency Procedures.....	45
Immediate Medical Attention	45
Fire.....	46
Tornado.....	46
Earthquake.....	47
Lockdown Drill.....	48
Missing Child.....	49
Hostage Situation / Kidnapping	49
Poison Control Procedure	50
Illness Policies.....	50
Medication Policies.....	51
Important General Notes	51
Medication Communication Agreement.....	52
Accepting Medication	52

The Family Handbook

Storing Medication.....	52
Empty/No Longer Needed Medication.....	53
Prescription Medication Required Forms.....	53
Receiving the Prescription Medication.....	53
Pharmacy Label Requirements	53
Administering Prescription Medication	53
Non- Prescription Medication Required Forms.....	54
Receiving Non – Prescription Medicine	54
Administering Non-Prescription Medication.....	54
Sunscreen, Diaper Cream, Insect Repellent, and other items	54
Handbook Acknowledgement	55
ACKNOWLEDGMENT OF RECEIPT OF FAMILY HANDBOOK.....	55



The Family Handbook

Acknowledgment

Tykes Academy' family handbook is used to outline our expectations, policies, and procedures that all families must understand and comply with. You have received this handbook as a partner in your child's development at Tykes Academy. After reviewing this document, the consent form on the last page must be completed and handed back to the administration. This consent form states that you understand and adhere to all expectations, policies, and procedures of this learning environment. This handbook will be updated from time to time, and the most up-to-date copy will be made available to you. Thank you for being a part of the Tykes Academy Family.

Regarding the term 'family', when used in context of childcare requirements of this and other Tykes Academy documents, it is understood that the meaning of 'family' (and other variations of the word 'family') implies the terms 'parent(s)' or 'legal guardian(s)' of the child(ren). Should other non-custodial family members be permitted to pick up and drop off the enrolled child, an authorization form must be signed by the legal parent(s)/guardian(s) and on file with Tykes Academy. This requirement is discussed further on page 17.

Who are we?

Tykes Academy Brand

We believe that families of all types deserve safe, affordable, and enriching childcare. This is why we foster a culture of inclusion for every member of our village community, from the Director to every unique family that requests childcare.

While our Directors can have their own children enrolled in our program(s), we have a No Favoritism Policy which inhibits bias in childcare.

No Favoritism Policy

Childcare is a labor of love and passion; it is our calling. At no time is it an acceptable practice for any Director to show favoritism or bias in childcare with one or more children over another child or children, especially if related to Director. If three or more complaints from at least two different families are made to Tykes Academy Administration during an enrollment year, the Director operating under the Tykes Academy brand may lose any operating licensure to use the Tykes Academy brand and its branded materials and is subject to an internal investigation.

If the investigation determines that favoritism and/or bias was practiced, the following will occur:

- First Offense: Coaching and training to ensure understanding of what bias and favoritism look like in specified Location. Tykes Academy administration will work with Director to identify areas of opportunity for growth and professional caregiver development.

The Family Handbook

- Second Offense: Potential Loss of Tykes Academy brand licensure.

Mission Statement

At Tykes Academy, we believe it takes a village to raise a child. Our staff believe each child has the potential to bring something unique and special into the world; each child deserves cultivation. By having a respectful and caring bond with each student and the family, we as a childcare location can create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences, and hands-on learning activities, in the safety of our Childcare Village, our student's development and growth occur every second of every day. Our mission is to provide a safe, nurturing, exciting, and high-quality learning environment for all our students. Our love for children is the reason Tykes Academy first opened, and the reason we remain open to this day. Committed to the families we serve, we strive to give families the feeling that their child is in the care of the most loving, knowledgeable, and thoughtful caregivers; this is our village. Children deserve to feel special and cherished. They deserve to participate in experiences that will change their lives for the better and Tykes Academy promises to provide the environment to make this come true.

Our Values

Our vision is to provide a village like community where all students feel respected, loved, and encouraged to become the best person they can be by being excellent mentors and teachers. Our vision is the backbone of our business, supporting children to develop to their fullest and greatest potential.

- Quality – We believe every child deserves excellence in early learning programs and services to make a difference in their lives and our community.
- Inclusion – All students will be included in our learning environment, regardless of age, race, gender, or learning level. Tykes Academy welcome all children with open arms and love in our hearts.
- Respect – Respect is essential in building long-lasting relationships with our students and their families. This key component helps us to optimize and highlight the talents and diversity we bring into center as partners in the children's growth and development.
- Accountability – We strive to provide open communication with all partners in our business. This allows us to be transparent, open, and honest with one another, and in turn, provides the best environment for our students at home and at the facility.
- Teamwork – The combined action of the educators and the families working together provides an effective and efficient working relationship. By acting together as a team, we can provide the best care for our little ones!

The Family Handbook

Our Goals

Tykes Academy' goals provide a path to desirable outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

- To provide a wide variety of developmentally appropriate practices, that children not only learn and develop from but also enjoy.
- To provide a flexible, calm, and nurturing environment where affection is given freely and from the heart.
- To set clear expectations for all students and encourage their independence.
- To meet the physical, emotional, and social needs of our students.
- To provide an atmosphere of respect for self and one another.
- To provide opportunities for cooperative play.
- To create a happy, warm, and exciting environment that is inviting, comfortable, and manageable for the children.
- To support a caring staff who show genuine respect, love, and encouragement for the children.
- To offer individual guidance to children based upon careful observation of each child's needs and in keeping with familial direction.
- To ensure the safety and welfare of all children.

A Look into Our Program

What We Do and What We Believe

Tykes Academy is a licensed Type II Child Care Center serving children ages 6 weeks to 72 months. Our residential location allows us to provide care for up to 12 children at a time, with small group sizes that foster hands-on, individualized learning. We blend the warmth and personal attention of our in-home roots with the professionalism and structure of a licensed early learning program. At Tykes Academy, we believe every child has a unique capacity to learn, grow, and thrive when given the right environment, guidance, and care.

Quick Facts

A brief overview of the FAQ of Tykes Academy:

Ages of Care

- Infants (6 weeks to 12 months)
- Toddler 1 (12 months to 24 months)
- Toddler 2 (24 months to 36 months)

The Family Handbook

- Pre-School (36 months to 72 months, not enrolled in kindergarten)

Tuition

Tuition is due on Monday of each week and must be paid in full. While we accept CCAP, any amount remaining from the benefit will be due, this includes any co-pays and overages. Please ensure your family has registered with the CCAP benefit plan to ensure you are entitled to benefits.

Rates

- Infant: \$63.25/Day or \$316.25 Weekly
- Toddler: \$57/Day or \$285 Weekly
- Pre-School: \$50.75/Day or \$253.75 Weekly
- Saturday/Sunday: \$88/day

Late Payment Fee

Tykes Academy will not hold a spot over 2 business days past the payment due date. A \$25 fee per day will accrue and be due along with the full tuition amount unless other arrangements are made. If payment is not made in full, including added late fees, up to 2 business days past the due date, the child's enrolled spot will be considered forfeited. Should the family wish to re-enroll the child, all past due payments must be made, to include the late fees, along with annual re-enrollment fee and the next three months tuition.

Hours of Operation

Our hours of operation are daily, including weekends, 7:30 AM – 5:30 PM. Family pick-up and drop-off schedules will be established prior to the first day of enrollment. The Family pick-up and drop-off schedule will be the operating hours of your child's care, and should your family be pick-up or drop-off outside of your established schedule, the family will be subjected to Late Pick-Up fee, page 17.

Late Pick-Up Fee

An initial \$15 late pick-up fee occurs at the start of a late arrival and incurs \$1 every minute the family is late. Some exceptions may be made due to extreme circumstances as determined by the Director but especially so if communication is made by the family prior to arriving late. All families must pick their child(ren) up during the agreed pick-up schedule at the time of enrollment.

Enrollment Types

Currently, Tykes Academy is accepting part time and full time enrollment for children.

Holiday Closures

Tykes Academy will be closed for 10 major holidays per year and have 3 snow days to use should weather be severe enough. All families must have back up childcare as tuition will still be due.

The Family Handbook

Description of Age Groups

Infants

This age group begins at 6 weeks and goes on to 12 months old.

In our infant program, we have a daily flow that your little one is sure to love. No matter what their individual needs are, we come together as a team to ensure that every baby is nurtured, cuddled, and adored throughout the day. We love spending time together for story time, outside walks, and learning circles. Our infants also get to indulge in sensory exploration and creative art, which encourages their natural curiosity and creativity. And, of course, we can't forget about the music and wonderful stories we share together! Our weekly themes are always exciting and engaging, allowing your baby to learn about colors, shapes, animals, and people. We are here for your little ones whenever they need us, and we can't wait to share all these wonderful experiences with them!

Toddler 1

This age group begins at 12 months to 24 months old.

Our Toddler 1 Program has those little tykes that are always on the go, eager to explore and learn through their senses. We provide a daily schedule that includes group time, indoor/outdoor play, meals and snacks, nap time, and the most exciting part of the day – plenty of playtime! Our group time is filled with age-appropriate books and discussions about our day and feelings-big and small. We embrace nature during outdoor playtime and enjoy the beauty around us. Our weekly themes encourage the exploration of homes, families, pets, and animals. We love to sing and play, making our playroom full of warm energy and positivity. Our bright and welcoming classroom where learning is fun and stimulating for our little ones is just waiting for your kiddo!

Toddler 2

This age group begins at 24 months to 36 months old. Our transition plan is detailed below.

Our Toddler 2 program blends two-year-olds into the preschool classroom, giving them a safe and supportive space to learn alongside slightly older peers. Children follow a predictable routine of circle time, indoor/outdoor play, meals, nap and lots of hands-on exploration. They enjoy simple stories, songs and art projects that build language and early math skills while practicing emotions and self-help tasks like putting on jackets. Weekly themes mirror those of the preschool class, and mixed-age activities allow younger children to model social skills and independence from their preschool friends while still receiving age-appropriate attention.

Preschool

The Family Handbook

This age group starts at 3 years old and prepares the students for kindergarten.

Welcome to the exciting world of social-emotional growth! Here in this age group, we believe that every child is a unique and beautiful individual. We focus on exploring who we are and how to work together to conquer objectives by ourselves and in a team. Writing our names, learning to read, and exploring phonics are just some of the wonderful things we enjoy in our daily classes. But that's not all. We love to dive into extreme science projects that make us say "WOW!" and our sensory bin helps enhance the learning theme we are studying that week. Plus, we often have guest speakers and love exploring the community to supplement our learning. Getting outside to move our bodies and strengthen our fine and gross motor muscles is also a top priority for us. This age group is the perfect preparation for the next grade, which is Kindergarten! Rest assured that your little ones are well on their way to a successful journey into the older ages.

Transitions

This outlines a comprehensive plan for transitioning children from the infant/toddler space (ages birth-24 months) to the preschool/pre-K space (24 months-5 years). The plan addresses developmental readiness, transition criteria, classroom acclimation, and communication strategies.

1. Readiness Assessment (2-4 weeks before transition)

- Understanding instructions: Child comprehends and responds to simple directives such as "stop," "all done," "come here," or "wait."
- Mouthing behavior: Child's mouthing of toys is minimal; they can engage with materials without consistently placing them in their mouth.
- Mobility and self-help: Child can walk independently or with minimal assistance and is beginning to self-feed, wash hands, and assist in dressing.
- Communication: Child responds to name recognition, uses basic words, signs, or gestures to communicate needs, and follows routines.
- Social-emotional readiness: Child demonstrates curiosity in group activities, shows interest in peers, and has experience with short periods of structured play or circle time (opposition is acceptable as long as the child understands instructions).

Teachers/caregivers should complete a readiness checklist and meet with parents to discuss observations and confirm that the child meets the transition criteria.

2. Family Engagement & Preparation

- Initial meeting: Conduct a family conference to discuss the upcoming transition, review the child's readiness indicators, and answer questions.
- Orientation to the pre-K environment: Provide families with a classroom overview, including routines, daily schedules, curriculum focus areas, and teacher roles.
- Home support strategies: Encourage families to practice simple instructions ("stop," "all done," "clean up") at home and provide sensory-friendly toys to discourage mouthing.

3. Transition Timeline & Activities

The Family Handbook

- Phase 1 – Observation visits (Weeks 1-2): Child and current caregiver visit the pre-K room for short periods (15-30 minutes) focusing on free play, exposure to new materials, and observation of group routines.
- Phase 2 – Gradual integration (Weeks 3-4): Increase time in the pre-K room to include parts of structured activities (e.g., circle time, art, snack). Continue to monitor mouthing behavior and comprehension of instructions.
- Phase 3 – Full transition (Week 5): Child spends an entire morning or afternoon in the pre-K room. After this, the child completes a full-day schedule. Provide consistency in routines and comforting transition objects such as a special toy or blanket.

4. Classroom Accommodations & Strategies

- Modified materials: Initially offer familiar toys from the toddler space to ease the transition and gradually introduce pre-K materials (e.g., puzzles, dramatic play sets).
- Clear visual & verbal cues: Use visual cards and verbal cues for “stop,” “all done,” and “clean up” along with short, consistent instructions.
- Routine & structure: Maintain a predictable schedule clearly posted with pictures. Provide gentle reminders and positive reinforcement for following directions.
- Behavior guidance: Accept opposition or “testing limits” and use these moments as teaching opportunities to help children understand cause and effect (e.g., “If we run inside, someone might get hurt, so let’s walk together to be safe.”)

5. Ongoing Monitoring & Collaboration

- Progress check-ins: Hold weekly meetings between toddler and pre-K teachers to share observations on the child’s adaptation. Document any challenges with mouthing or following instructions and adjust strategies accordingly.
- Family updates: Communicate progress with families through daily reports or brief conversations at pick-up and drop-off. Encourage families to reinforce classroom practices at home.
- Adjustments: If a child struggles with mouthing or does not consistently respond to instructions, consider extending the integration phase. Provide targeted support such as sensory toys and additional one-on-one practice to build readiness.

6. Final Integration & Beyond

Once fully transitioned, continue to observe and support the child’s development through preschool until kindergarten readiness. Ensure ongoing alignment with the Kentucky Early Learning Standards, focusing on language, cognitive, social-emotional, and physical development.

Summary

This transition plan establishes clear benchmarks and a gradual integration process for children moving from an infant/toddler classroom to a preschool environment. By focusing on developmental readiness, minimizing mouthing behavior, ensuring comprehension of basic instructions, and maintaining ongoing collaboration with families, the plan promotes smooth transitions, fosters independence, and supports continuous developmental progress until children are ready for kindergarten.

Admissions

The Family Handbook

Enrollment Requirements

To enroll your child at Tykes Academy, your child must be between the ages of 6 weeks up to the age of 72 months. The child must not be actively enrolled in kindergarten.

Registration Documents

The following forms must be completed to reserve your child's spot at Tykes Academy:

- Enrollment Application
- \$75 Application Fee (applied toward tuition once enrolled)
- First Week's Tuition Payment (applied toward tuition once enrolled)
- Child's Medical Information and Form
- Child's Birth Certificate
- Family Contact Information Form
- Proof of Current Immunizations

For children who are new to Tykes Academy, the immunization certificate must be presented within the first thirty (30) days. For children who are enrolled, the immunization record must be current (has not passed the date specified on the record). Children who do not have one of the approved immunization certificates on file with Tykes Academy would not be allowed to attend Tykes Academy. Approved sources of immunization certificates include:

- Commonwealth of Kentucky Immunization Certificate
- Commonwealth of Kentucky Provisional Immunization Certificate
- Commonwealth of Kentucky Certificate of Medical Exemption

If the immunization certificate was not provided by FHFS, it shall be a hard copy or electronically produced and include:

- The name of the child
- The birth date of the child
- The name of the parent or guardian of the child
- The address of the child, including street, city, state, zip code
- The types of vaccines administered to the child.
- The date that each dose of each vaccine was administered.
- Certification that the child is current for immunizations until a specified time, including a statement that the certificate shall not be valid after the specified date.

The Family Handbook

- The signature and date of the medical professional

Children who are unable to be immunized for any reason (medical, religious, or family preference) must obtain a medical declination form (EPID-230A) from their physician or local health department.

Enrollment Fees

- \$150 registration fee, waived if first month paid at time of registration.
- First week of chosen program's tuition as a deposit, waived if first month paid at time of registration.
- First-month enrollment must be paid before the start of childcare services.

Community Program Participation

- CCAP
 - Families who qualify for the CCAP will be required to pay the difference in the remaining balance due to Tykes Academy, where applicable.

Waitlist Information

Tykes Academy' waitlist, families must complete a waitlist application. A fee equal to one week payment of the desired program is due when the application is submitted to hold a spot on the waitlist, and this amount is taken off the child's first month of tuition when a spot becomes available. This is to prevent a waitlist that may not accurately depict capacity projections.

Classroom Playdate and Facility Visitation

Tykes Academy allows a one-hour scheduled playdate onsite, one month prior to the child's start date. This must be confirmed and scheduled with the administration. The family is responsible for scheduling the playdate so that the administrator can confirm the proper day and time.

Annual Enrollment Fee

Tykes Academy requires a \$200 re-enrollment fee due on the Friday of the first full week of August. This confirms your child's spot for the upcoming school year and will be used to replenish school supplies for the new school year.

Items To Bring on Your Child's First Day

No toys, stuffed animals, or bedding from home is permitted at Tykes Academy to reduce the occurrence of pest exposure. Your child must have the following items on their first day at the facility:

The Family Handbook

- Closed-toed indoor shoes.
- Extra set of clothes brought in a sealed bag.
- Proper outdoor wear
- Bottles, nipples, caps, formula
- Pacifier, if needed

Backpacks permitted for children ages 3+

Updating Forms for Your Child's File

Tykes Academy requires all families of enrolled students to keep their child's forms up to date with their current medical and emergency forms. It is the family's responsibility to ensure all facility forms are current. The administration has the right not to allow the student into the childcare facility if any forms are missing from their file after two notices from the administration.

Children without any current immunization will be excluded from care until this regulatory need is met. Tuition will still be due.

Payment Policies

Program Options

Tykes Academy offers the following in-home childcare programs:

- Infant Care (6 weeks to 12 Months)
- Toddler 1 (12-36 Months)
- Pre-School (3-6 years, not enrolled in kindergarten)

Requesting a Change of Enrolled Days

Tykes Academy requires 30 days notice of any change in enrolled days. Full tuition is due until the change takes effect.

Tuition Fee

Tykes Academy charges tuition for each of the programs and the schedule is below. Tuition is paid via ACH or With Credit Card (2.9% processing fee applies) on Monday of the current week.

- Infant: \$63.25/Day or \$316.25 Weekly
- Toddler: \$57/Day or \$285 Weekly
- Pre-School: \$50.75/Day or \$253.75 Weekly

The Family Handbook

- o Saturday/Sunday: \$88/day

Late Payment Fee

Tykes Academy will not hold a spot over 2 business days past the payment due date. A \$30 fee per day will accrue and be due along with the full tuition amount unless other arrangements are made. If payment is not made in full, including added late fees, up to 2 business days past the due date, the child's enrolled spot will be considered forfeited. Should the family wish to re-enroll the child, all past due payments must be made, to include the late fees, along with annual re-enrollment fee and the next three months tuition.

Returned Payments

\$30 fee for any returned payments. Additionally, if returned payment occurs after 2 business days from the monthly tuition due date, full tuition payment along with \$50 will be due at the next childcare session or the child's spot shall be considered forfeited.

Evaluation Of Tuition Rates

All families will be notified of any changes in tuition rates at least three months prior to when they will become effective. By notifying our families well ahead of time, we help prepare them for the changes in pricing, and with the necessary time to contact administration with any questions. Every August will incur a 10% tuition increase to align with market rates for comparable childcare and additional experiences.

Absence Fee

Tykes Academy does not offer tuition refunds or make-up days for any absences. Should CCAP not cover the days your child is absent, the family is required to cover that difference.

Vacations

Tykes Academy does not offer vacation reimbursement. Those who choose to remove their child from the facility for vacation must continue to pay 100% of their child's tuition to reserve their current spot.

Late Pick-Up Fee

An initial \$15 late pick-up fee occurs at the start of a late arrival and incurs \$1 every minute the family is late. Some exceptions may be made due to extreme circumstances as determined by the Director but especially so if communication is made by the family prior to arriving late. All families must pick their child(ren) up during the agreed pick-up schedule at the time of enrollment.

Holidays

Tykes Academy is closed for the following 10 holidays:

The Family Handbook

- New Year's Eve
- New Year's Day
- Eid Al Fitr
- Easter Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas Eve/Day

Up to 3 snow days

Full payment for tuition is still required for Tykes Academy closures.

Severe Weather Policy

Tykes Academy may close due to harsh weather conditions. No refund will be given for closures caused by the weather. Director, Jessica Meier, of the childcare location will monitor local news to address when the childcare location must close early or cancel operations for that day, and the family will be notified through email, a direct phone call, or through Childcare software app.

Withdrawal And Discharge Policy

Withdrawing From Tykes Academy

If you wish to withdraw your child from Tykes Academy, a 30-day written notice is required. If you fail to provide a 30-day notice, the current month's tuition payments may still be due.

Discharge Policy

Tykes Academy has the right to terminate a child's enrollment under specific circumstances. This includes any child who after numerous attempts from staff to remedy the behavior, does not progress in their behavior and whose behavior is negatively impacting other children's experience. This also includes any child whose needs cannot be met by the Tykes Academy philosophies and resources. Many attempts will be made to help the child thrive in our village environment. This includes observational notes, therapy referrals, and tactics to be used at home and on location at Tykes Academy. The following measures will occur before the dismissal of a student from the Childcare Location:

- The Director, Jessica Meier, will document the student's behavior by providing detailed notes of the incident, including dates and insights into why the incident occurred.
- The Director, Jessica Meier, and family will meet to discuss any behavior concerns.
- A behavior plan for the child will be created and agreed on by all parties, including staff, family, and administration. Behavior therapists and consultants may be used to support the staff when working with the child.

The Family Handbook

- Staff and family will have frequent communication to evaluate the success of the behavior plan.

Once these efforts have been made and resources have been exhausted, the student's family and the Director, Jessica Meier, will meet to determine the next course of action. Tykes Academy and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

Our Curriculum: The Creative Curriculum

Developmentally Appropriate

At Tykes Academy, we provide our students with a developmentally appropriate curriculum that is based on Kentucky's certified in-home childcare standards. NAEYC, which is the National Association for the Education of Young Children, defines developmentally appropriate curriculum as methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning. We believe this to be the heart of our curriculum. Our weekly lesson plans are custom developed through our student's interests and what grabs their attention. We do our best to meet every child's individual cognitive and development level and encourage and inspire them to progress.

Language Development

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, games, and even journaling represent meaningful learning opportunities that incorporate early literacy concepts and handwriting in various forms. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings, and ideas. Our language activities foster your child's handwriting abilities, phonological awareness, vocabulary, alphabet letters knowledge, and narrative skills.

Cognitive Development

Cognitive development is how children gain knowledge, skills, and problem-solving, which help them to think about and understand the world around them.

Math

Early math skills involve children learning the basic concepts of numbers, counting, simple addition, and subtraction. We begin with learning how to count one by one using manipulative materials. We also learn how to recognize single and double-digit numbers, and once this skill is mastered, we learn how to add and subtract numbers. Visual representation is key as children learn how to build relationships between written numbers and represented items. Children also learn how to construct simple patterns and sort objects by color, shape, and size.

The Family Handbook

Science

Science helps children develop an understanding of scientific concepts and develop inquiry skills. Scientific development in young children consists of children using their senses to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are born natural scientists. Students are eager and curious to explore the world around them. At Tykes Academy, our job is to nurture their scientific spirit and provide students with the opportunity to enhance their scientific exploration experiences in and out of the classroom!

Social Studies

Social studies learning begins as children make friends and participate in decision-making in the classroom. Then it moves beyond the facility into the neighborhood and around the world. Here at Tykes Academy, we explore different cultures, places, foods, music, and backgrounds of all the beautiful people around the world. We take monthly virtual trips to different countries, where we interact with people who share insight into their traditional customs and culture.

Social Emotional

Children's emotional well-being during their early years has a powerful impact on their social relationships. Children who are emotionally healthy are better able to establish and maintain positive relationships with adults and their friends. Children are learning to talk about their feelings and the feelings of others. Social-emotional development involves more than just expressing emotions. It involves taking turns, becoming independent, following routines, interacting more with peers than just verbal communication, engaging in meaningful relationships, controlling, and managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life, in the facility and home experiences, and for their overall positive self-growth.

Physical Development

Fine Motor

Fine motor skills involve movement of the smaller muscle groups in your child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children

learn how to control the muscle movement in their hands to obtain hand-eye coordination and more. There are specific ways we do this in the classroom such as having your child use scissors, color, play with Legos, draw pictures, and more. These skills can turn into more advanced ones later, for instance when your child decides he/she wants to knit, play the guitar, or type on the computer!

Gross Motor

Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at the facility, at home, and in the community. It's these

The Family Handbook

larger muscle groups that allow babies to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility, as well as builds confidence and social skills.

Sensory Exploration

Sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world. Here at Tykes Academy, the students participate in activities that allow them to explore different types of materials and enhance their senses through music, dance games, and sensory bin exploration. They learn about a variety of materials that smell, feel, and taste very differently!

Art, Music, Dance, and Creative Expression

At Tykes Academy, we encourage and provide opportunities for our students to explore creative expressions such as art, music, dancing, and drama. Creative arts engage children's minds, bodies, and senses and allow them to explore their imagination, sense of movement, and rhythm. Our staff plan activities to introduce children to different kinds of art media, music, culture, and dance to encourage the student's development of creativity and imagination. Many opportunities are presented for exploration by playing with water, dirt, kinetic sand, many seasonal nature items, and various food items on the sensory table. The arts allow students to dive into different means of expressing themselves and have fun while doing so!

Animal Handling and Policy

Introduction

Research shows that interacting with animals improves children's social skills by helping them learn responsibility, respect, and empathy. Having animals in this setting has also been proven to reduce stress while increasing motivation and engagement with learning. From time to time, this facility may allow pets in the building or on the premises. This policy details how the certified in-home childcare facility and its staff will handle interactions between children and pets.

Guidelines and Policies Regarding Animals

Our Animal Permission Form must be signed by the student's guardian family prior to enrollment starting and will be kept on site at Tykes Academy. Types of animals allowed on the premises:

- Domesticated animals are allowed when properly inoculated and seen by a veterinarian to verify they are free of diseases that are dangerous to human health.
- All dogs will be separated by at least one gate to prevent unsupervised interactions.

The Family Handbook

- All cat litter boxes will not be within the childcare's operating area.
- The following animals are not allowed on the premises: reptiles, amphibians, poultry, rodents, ferrets, and any animal deemed as wild or dangerous; venomous or toxin-producing spiders and insects; animals more likely to spread rabies, such as bats, raccoons, skunks, foxes, and coyotes; and stray animals.

Emergency Situations

If staff believes an animal is becoming a threat, the animal will immediately be caged or detained by its owner, or the supervising staff member and all children will be separated from the animal. If the animal becomes uncontrollable, emergency services will be contacted, and everyone will evacuate the area.

First Aid

The facility is responsible for the immediate treatment of any child who sustains bites, scratches, or any injury from animals. If the injury is too severe for our staff to treat, emergency services may be contacted. In either case, guardians will be notified of the circumstances and will also be advised to watch for signs of infection. It is for this reason that accident insurance is recommended for purchase through your employer if an ambulance service is called. Tykes Academy will not be responsible for costs associated with emergency medical transport if the family is not able to be contacted for directions.

Risks

When animals are brought onto the premises, your child may be exposed to allergens. It is your responsibility to inform the facility if your child has allergies, asthma, or other health conditions that would be exacerbated by the presence of animals. We will keep animals away from these children, and we will also confine pets to a limited area to reduce contact between these children and the animals. Interactions with animals run an inherent risk of injury from bites or scratches, whether intentional or unintentional. To curb this risk, we will teach the children how to treat animals respectfully and safely, and we will immediately remove children from the interaction if the child behaves in a way that provokes the animal or if the animal shows signs of aggression. Some animals may carry diseases such as salmonella or E. coli. To avoid contact with these diseases, animals will not be permitted at any time in food areas. Should an animal enter a food area, the animal will be removed, and the surfaces impacted will be sanitized via bleach. We will also ensure proper hand-washing protocols for all adults and children, and we will clean and sanitize all areas where animals have been.

Emergency Medical Transport Policy

If a life threatening or catastrophic incident/accident occurs at Tykes Academy, emergency services may be contacted prior to family's notification. Once EMS is notified, the family is attempted to be notified. It is for this reason that a Power of Attorney form must be on file for the medical treatment of the Child if you are not able to be contacted. In nearly all cases the child will be transported to Cincinnati Children's Hospital unless EMS deems a closer hospital is necessary.

The Family Handbook

Tykes Academy recommends that accident/critical illness insurance policy is purchased through your employer if an ambulance service is called for your child. Tykes Academy will not be responsible for costs associated with emergency medical transport if the staff feels the situation warrants emergency medical transport without contacting the family.

Outdoor Play Policies

Students will be provided with a safe outdoor environment to allow for creative and constructive play. To keep students safe while they enjoy the outdoors, the following guidelines must be followed:

Preparation for Outdoor Play

- Families and staff will ensure students are dressed properly for the weather.
- Families and staff will ensure students have appropriate shoes for the weather and outdoor activity.
 - This includes ensuring students are wearing closed toed shoes and that shoelaces are tied where applicable.
- Staff will take attendance of students present and will confirm attendance with the office before leaving the building.
- Staff will have an appropriate communication device on hand in case of emergencies.
- Staff will ensure gates in fenced in areas are closed and locked.
- Staff will identify the location of and/or gather before going outside any necessary emergency supplies which include a first-aid kit, attendance list, medication for students, and emergency contact forms.
- Employees will review playground and walking rules with students before going outdoors.

During Outdoor Play

- Upon arrival at the playground or during the walk, employees will take attendance again.
 - Employees will take attendance intermittently throughout any outdoor activity.
- Employees will not congregate in groups with other adults. All employees will be positioned so that each adult can adequately supervise students in all areas of play.
- When equipment is in use, Employees will show students how to use it properly and safely.
 - To encourage positive behaviors, Employees will use clear and positive statements: "Walk around swings" rather than "Don't get in the way."
- In the case of an injury, Employees will notify the office immediately. Additionally, Employees will report any safety issues on the playground or during the walk they observe. Once any injury is stabilized, an accident/incident report will be filed.

The Family Handbook

- Staff will utilize outdoor play as an extension of the classroom.
 - This may include the addition of toys, books, and art supplies to the existing equipment, allowing students the choice to explore and inquire.
- Staff will not be allowed to go into the certified in-home childcare facility unattended to go to the bathroom or for any other reason. If more than one adult is present, Employees will take small groups into the building during playground activities. If assistance is needed, Employees will communicate with the office.
- Staff and students will refrain from eating or drinking unless sitting. Water will be encouraged.
- Staff will refrain from recreational cell phone usage to ensure proper supervision of students and activities.

After Outdoor Play

- Before going inside, Staff will inspect playground equipment for broken, worn, or missing parts.
- Staff will ensure the playground and walking path are free of trash, and that toys and materials are back in place. This will ensure the playground and walking path are inviting for the next group of students!
- Staff will take attendance before leaving the playground or coming back from the walk. Additionally, Staff will take attendance one last time upon entering the building.
- Before returning to the classroom, Staff will have students wash their hands and use the restroom.

During Inclement Weather

- If the playground is not safe (i.e slippery due to icy surface), students will go for a walk if the sidewalks have been cleared and are safe to use. No major streets will be crossed.
- If the temperature is below freezing, including wind chill, students will remain indoors.
- If it is raining, thundering, lightning, snowing, hailing, and/or extreme winds, students will remain indoors.

Arrival And Departure

Arrival Procedure

Upon arriving at the location, families must pull up at the designated pick-up and drop-off spot in the driveway. A family member must walk their children to the front door and activate the Ring Doorbell. A staff member will be ready to sign the child in and assist the child with putting away their belongings. Drop-off time is between 7:30 a.m. and 8:30 a.m.

The Family Handbook

Departure Procedure

The allocated pick-up time is from 4 p.m. to 5:30 p.m. daily—unless notified/arranged otherwise. If you plan to pick up your child earlier, please notify the administration two hours prior through email with a 'confirmed' type response or call 859-408-9535 and speak to someone. Upon picking up your child, you are responsible for grabbing their belongings. This includes nap time items, artwork, and other personal items.

Pick-Up Authorization

For the child's safety, the only people authorized to pick up a child are those listed by the family on the child's approved pick-up list. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick-up must be received prior to pick-up time.

Pick-Up Authorization Process

- The child's family must inform Tykes Academy (message through the app, leave a note at drop-off) of the name of the person who is picking up their child on any day when they themselves will not be able to.
- The "Authorized Pick-Up Person" must be at least 18 years old and may be asked to provide a photo ID to the staff.
- This authorization shall remain in force until edited or rescinded in writing by the signer of this authorization.

Bottles, Meals, and Snacks

Tykes Academy can provide two meals and two snacks to children because of our partnership with Our Daily Bread. For the opportunity to provide more food options for the children, we may ask for the family's participation in financial surveys. Cooperation with this request is greatly appreciated, but not required.

Preparation Of Food

Food Service is supervised by the Director, Jessica Meier. Because of our partnership with 4C for Children, we have been provided training and resources for us to serve healthy and affordable meals to children.

Mealtimes

Meals are served at 8:30 a.m., 11:30 a.m., and 2:30 p.m.. Bottle feeding occurs on demand depending on infant feeding schedules.

The Family Handbook

Menus

All food menus are posted on the bulletin board weekly and are updated by the start of each week.

Water And Mealtime Fluids

Drinking water is always freely available to all children at Tykes Academy. The water is supplied from the tap.

Tykes Academy will provide milk for the students for breakfast and lunch.

Bottles and Formula Policy

Bottles and bottle accessories (nipples, caps, etc.) must be provided by the child's family. The child's name and/or initials must be on the bottle and bottle cap. Formula bottles can be premade up to 48 hours prior to consumption and will be kept refrigerated. Families are responsible for taking and cleaning bottles at end of day.

Children With Special Diets

If a student has an allergy or dietary restrictions, please inform the facility immediately. The child's family must notify the administration in writing and this information will be kept in the child's file. Depending on the method used in allergy emergency situations, the family may be asked to complete a Food Allergy Information form and provide an EPI Pen.

Meals Provided by the Child's Family

If Tykes Academy cannot provide the food needed for a special diet, meals or portions may be provided by the child's family. The family and the administration must agree upon this. Perishable food will be refrigerated upon arrival. Special foods provided by the family must be clearly labeled with the child's name, date, and identity of the food, and will not be shared with other children. It is the family's responsibility to ensure the child has food at the facility every day.

Facility Celebrations

Tykes Academy loves to celebrate with your little one during special occasions! Families must notify the Director at least one week prior to the celebration to discuss the facility's food restrictions and policies for bringing in outside treats and snacks.

Nap Time Policy

The Family Handbook

Nap Time Statement

All Tykes Academy students will take a nap or engage in quiet time in accordance with state regulations to calm and settle to promote self-regulation and healthy sleep schedules. The Tykes Academy nap and rest policy is consistent with the development level of the children enrolled in our programs.

Nap Time at Tykes Academy is a restful time for all our children. The staff will take the following measures to ensure that napping will be pleasant for our students:

- Reading stories
- Patting backs
- Playing calming music or white noise
- Etc.

Infants

One crib per child and that crib and mattress will be assigned at the time of enrollment. Naps will be on each child's individual schedule. Children will be placed on their backs in their assigned cribs unless they are able to roll independently. No blankets, bumpers or soft toys are allowed in cribs with infants—per state licensing rules. Sleep sacks are available at our centers if the infant needs an additional layer for warmth. No weighted sleep sacks will be used and are not permitted with any Tykes Academy facility.

Toddler/Preschool

One afternoon nap/rest time after lunch. Toddler/Preschool children will sleep on a cot or mat that is 2 inches thick. Children not napping will be provided with a quiet activity (like coloring or reading) on their cot/mat so that they may still rest.

Nap and Rest Policy

- Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in activities that will disrupt a napping or resting child.
- A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot or mat.
- Cots and mats will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Cots and mats will be placed directly on the floor and must be stacked when not in use.
- Children's heads will be uncovered during sleep time.
- All toddlers and preschool children will sleep with footwear on to ensure safe evacuation for emergencies.

The Family Handbook

- Separate bedding will be provided for each child in care.
- Bedding provided by the center will be washed weekly by the center or when soiled or wet.
- Bedding provided from home will not be permitted at Tykes Academy.

Cleaning, Sanitizing, and Disinfecting Policies

Tykes Academy knows that in addition to the cognitive and emotional growth a child gains while in our childcare program(s), the main purpose of childcare is so working families can have reliable and consistent care for their children. This is why Tykes Academy adheres to strict cleaning, sanitizing, and disinfecting policies to reduce the spread of diseases that can arise when children are together:

- Reduce the spread of germs.
- Keep your indoor areas healthy for active play.
- Keep staff and children safe from harmful chemicals.
- Clean and disinfect safely in the era of COVID-19 and beyond.
-

Activity	What it does
Cleaning	Removes dirt, grime, oils, and most germs
Sanitizing	Lowers the number of germs to a safe level that stops spread of sickness
Disinfecting	Kills Germs
Deep Clean	Combination of Cleaning, Sanitizing, and Disinfecting

As per the Kentucky statutes for certified in-home childcare requirements, the play areas are cleaned, sanitized, and disinfected daily and a deep clean is done once a week. The bathroom is cleaned and disinfected at least once daily.

Diaper changing stations are cleaned and sanitized after every use and Tykes Academy will use disposable paper between each changing to further reduce the spread of germs.

Additionally, we use cleaning products in accordance with our Poison Control procedure in addition to a water only pressured steam cleaner that continuously emits pressurized 230°F(115°C) hot steam for up to 8-12 minutes. The steam cleaner and sterilizer is used on hard to clean/disinfect areas like the Lego board and fabrics.

Cleaning

All surfaces must be cleaned, especially those that are touched often. All surfaces must be cleaned prior to disinfecting.

Surfaces that are touched often:

- Doorknobs
- Tables

The Family Handbook

- Faucet handles
- Light Switches
- Refrigerator and Microwave doors
- Stove door handles and controls
- Cabinet handles
- Stair railings (outside of childcare operations)
- Windows/windowsills
- Toys
- Crib Rails
- Tops of child-sized chairs
- All phones
- Shared clipboards/pens

Cleaning must be done with disposable towels. NO CLOTHS MAY BE USED.

1. Scrub the surface with soap, water, and a microfiber cloth to loosen and remove grime, dirt, oils, and germs.
2. After cleaning, rinse the soap away with fresh water.

Sanitizing

There are some places you need to sanitize after cleaning. The table below lists areas and items to sanitize:

- Areas where food is made or served
 - Kitchen counters, tables, chairs, highchairs, booster pads, bottles, dishes, eating and preparation utensils, and any other items or surfaces that touch food
 - Areas that lots of children touch, especially after putting their hands in their mouth
 - Toys, including those that younger children put into their mouth
 - Pacifiers and bottles
 - Electronics like phones and keyboards
 - Hard floors
 - Cribs, cots, mattresses, mats, bean bag chairs, and foam floor pads
1. Clean with soap and water, following the steps in How to Do It - Cleaning Surfaces. This gets rid of dirt and grime so the sanitizer can work on any germs left behind.
 2. Spray or wipe the surface with sanitizing liquid. Wait while the liquid sits on the surface.
 3. for the correct amount of time according to any manufacturer's instructions.
 4. Use a new disposable towel with fresh water to wipe away any chemicals left on the surface. Even if you don't see anything, sometimes there are still chemicals after the contact time. It is important to wipe chemicals away so that children do not touch them.

Disinfecting

Disinfect things that may have germs from body fluids (poop, pee, vomit, blood, or spit) or anything a sick person has touched. That means if someone has a flu, COVID-19, or diarrheal illness like a "stomach bug," you need to disinfect things that they touched while at Tykes Academy, including some things you normally would not have to disinfect.

What to disinfect:

The Family Handbook

- Changing Tables
- Potty Chairs
- Garbage Cans
- Diaper trash cans
- Bathrooms
- Surfaces with body fluids (feces, urine, vomit, blood*, saliva)
- Anything a sick person has touched
- Areas that many people touch during the day such as doors, doorknobs, light switches, faucets, or any other areas that people touch often

*When cleaning up blood or body fluids that may have blood, follow Tykes Academy' "Cleaning Blood" Policy found in the Emergency and Risk Management Handbook, Disease Control section

1. Always clean first. Disinfecting chemicals cannot get to the germs unless you clean off the dirt and grime first.
2. Get the fresh air flowing in the room. Open windows and turn on any fans or ventilation systems.
3. Remove people from the room. When possible, disinfect when others are not around, especially children.
4. Use safety gear as required on a product's label. That may include glasses or goggles, gloves, and a long-sleeved overshirt.
5. Apply the chemicals to the surface and make sure it stays wet for the contact time in accordance with the manufacturer's instructions.
6. Wipe away any chemicals left over on the surface as directed by instructions on the label.
7. Keep the air flowing in the room until the smell is gone. If you continue to smell the chemical, air flow must be used.
8. Store the chemicals safely, away from children and out of the sun.

Handwashing Policy

Hand hygiene, or keeping our hands clean, is important. Sometimes we wash our hands too quickly, which leaves germs behind. Take time to do the job right. Here's how:

1. Wet your hands with running water.
2. Rub your hands together with soap. Look for the suds foaming.
3. Scrub for at least 20 seconds, washing the top of your hands, between your fingers, and under your fingernails.
4. Rinse your hands with water until all the soap is gone.
5. Dry your hands with a clean towel or let them air dry.
6. Turn off the water with a paper towel.

Hand Sanitizer Policy

Sometimes soap and water are not around. While you are on the go, you can use an alcohol-based

The Family Handbook

hand sanitizer to clean your hands. This option is only for staff or children over 24 months old who have written parental permission on file. Use enough to wet the hands and rub for 20 seconds before it dries. Only use fragrance-free hand sanitizers with at least 60 percent alcohol.

HVAC Air Filter Policy

Air filters provide a way to filter out germs and other pathogens. Air filters must be used in accordance with the Director's HVAC manufacturer requirements but should strive to have the highest level of filtration allowed by the manufacturer. ALL HVAC Air Filters must be changed monthly, and a log will be kept ensuring compliance with this policy.

Pest Control Procedures

Tykes Academy wants every child to remain safe and secure, even from unwanted pests. This is why we have some policies aided to protect all our villagers from an unwanted pest invasion:

Bed Bug Policy

Bed bugs are often introduced to schools and childcare facilities from infested homes. Bed bugs are NOT an issue of hygiene or poverty. Anyone can get them. Cincinnati Ohio and New York City New York often tie for top two cities of bed bug infestation occurrences. Bed Bugs must be addressed immediately to protect children, families, and staff to prevent further spread.

If a bed bug is found (after positive identification from Director), the following actions will take place:

- the children will each change into their secondary change of clothes.
- All impacted clothing will be put into the dryer for 30 minutes on high heat for each student.
- The clothing will be removed from the dryer and placed in plastic bags for the children to return to their home.
- All cloth and other soft furniture/toys will be placed into plastic bags/bins and separated from gathering spaces.
- The affected area will be sprayed with rubbing alcohol and monitored closely for two weeks.
- If another bed bug siting occurs within that two-week period, a pest control service will be employed to treat Childcare Location and further action to isolate belongings will occur for a period of 90 days:

We will notify their family by phone and provide them with information on bed bugs at pick up. Should bed bugs be re-introduced on an ongoing basis, the following will occur:

- Children will bring additional sets of clothing and change into secondary clothing upon arrival.

The Family Handbook

- All items will be stored in plastic bags within each child's cubby/locker and will only be accessed by staff.

Lice Policy

If a student is found to have live head lice, we will notify their family by phone and provide them with information on head lice when they pick up their child. The student must be picked up promptly, and they cannot return to the facility until 24 hours after they've used a medicated lice shampoo treatment. Only in certain cases will we check the student's head for lice when they return to school. Ultimately, it's the family's responsibility to manage head lice by checking for live lice daily and before returning to school. Students found to have nits/eggs can still attend school, but we encourage families to comb them out daily for 14 days and complete a follow-up treatment in 7-10 days. We do not support classroom screenings for head lice. We'll notify the custodian to vacuum affected classrooms and upholstered furniture, remove stuffed animals and pillows for 14 days, and keep coats, hats, scarves, and backpacks separate from each other. **Only ages 3+ are permitted to have backpacks.**

Diaper Changing

Proper diapering procedures are posted at each changing table. Changing tables are impervious, non-absorbent surfaces. The tables are sturdy and adult-height. The changing area is never located in food preparation areas and is never used for the temporary placement of food. Hand-washing sinks with liquid soap dispensers are within 10 feet of each changing table. Gloves will be worn and discarded after each diaper change. A closable, foot-pedal-operated, plastic-lined trash receptacle is used in every diaper changing area for contaminated diapers, pull-ups, wipes, and liners. Our best practice is to encase the used/dirty diaper with the gloves worn during changing when discarding the used/dirty diaper to reduce the spread of bacteria.

Diaper Changing Procedures

Tykes Academy will supply daily diapers and wipes.

- Staff check diapers and pull-ups regularly and change soiled or wet diapers and, where applicable, clothing immediately. Universal precautions are always practiced.
- Staff prepare the diapering area with gloves, diapers, disposable wipes, and disposable bags. A nonabsorbent changing surface is covered with nonabsorbent paper liners, large enough to cover the surface from the child's shoulders to beyond the child's feet.
- The staff wear disposable exam gloves when changing diapers, and gloves are changed between each child.
- Minimal contact is made with the child's soiled clothes and diaper.
- While safety straps on changing tables are not used (to avoid contamination), staff members always have one hand on the child during a diaper change.
- The staff is trained in and follows proper procedures for cleaning a child's genital area.
- Used diapers and wipes are disposed of in a plastic bag. If necessary, soiled clothes are

The Family Handbook

placed in a separate plastic bag to be sent home with the child. A clean diaper is placed on the child.

- During diaper change, caregivers talk with and relate warmly to children.
- The child is carefully removed from the changing table. The child's hands are washed at a sink with soap and running water. The changing paper liner is disposed of, and the changing table is disinfected after each use.
- The staff member washes his or her hands after each diaper change with soap and water for 20 seconds and uses a paper towel to turn off the faucet.

Potty Training and Diaper Changing

Stages of Potty Training

Tykes Academy believes there are three steps to potty training or toilet learning. These stages are:

- First Stage: Interested in the Potty
 - This stage occurs when the child communicates that they have gone potty in their diaper. They show interest in the potty by pointing, saying potty words, and being uncomfortable in their diaper. This is a great phase to start reading books about going potty and watching videos!
- Second Stage: Toilet Trained with Adult Support
 - This occurs when the child can use the toilet, but it is the adult who gets the child to the bathroom on a set schedule. In summary, the adult initiates the use of the toilet by the child. During this stage, the child is fully assisted by the adult. The adult walks the child to the toilet, sits them down, pulls up and down their pants, and helps with wiping. Accidents do frequently occur at this stage. This stage focuses on getting the child used to going to the bathroom, being aware of this new and exciting adventure, and assisting them to do it correctly!
- Third Stage: Potty Training
 - The student can use the toilet, mostly independently, and express the need to go potty on the toilet. They are communicating interest and acting. The child shows signs of readiness and feels independent to use the potty. Accidents occur very infrequently in this stage! They still may occur, so do not get discouraged.

Signs of Readiness

- Verbal Signs:
 - The child can speak in three-to-four-word sentences.
 - The child can speak when their diaper is wet.

The Family Handbook

- The child can say they need to go potty or is wetting their diaper.
- The child tells you that they need to go to the bathroom.
- Physical/Psychological Signs
 - The child stays dry for long periods.
 - The child can hold urine or bowel movements.
 - The child has a somewhat consistent bowel movement schedule. This means their bowel movements are at somewhat regular times.
 - The child can pull down and pull up pants and underwear.
 - The child asks and wants to wear underwear.
 - The child initiates using the toilet by walking to it.
 - The child can learn and initiate the following actions of going to the bathroom: pee, wipe, flush, and wash hands.
- General Notes on Potty Training
 - The following notes are important to remember while potty training your child:
 - Make potty training a POSITIVE EXPERIENCE for everyone!
 - Never make the child feel bad about having an accident. Remember, it is a process!
 - Positive reinforcements are beyond helpful in training.
 - Make sure to pay attention to the child's signs of readiness and be ready yourself!

Remember that all children potty train at their own speed.

Tykes Academy Requires the potty-training process begin at home.

The Process should begin when the family and child can be dedicated and there are not many changes in the child's life. Toilet learning must be coordinated as a joint effort between families and Tykes Academy.

Recommended Potty -Training Process at Home

1. Notify the teacher of a scheduled weekend that you plan to start the process. Ensure that the teacher is aware and can start working with your child at the facility around the same time.
2. We recommend your child stay in underwear for two to three consecutive days. This is because underwear feels different than a diaper on a child. They start to realize that the underwear cannot hold their urine/poo and they feel uncomfortable. Underwear helps produce the sensory signs of going to the bathroom on the toilet to maintain dry and clean underwear!
1. It is important that families stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
2. We recommend your child wear comfortable, easy-to-remove clothing during this process.
3. Take your child to the bathroom every 2 hours, and reward them with cheering, or other

The Family Handbook

positive reinforcement techniques even if they are just sitting on the toilet.

Potty -Training Process at Tykes Academy

A successful weekend at home is defined by the child having three or fewer accidents and remaining excited about the process. If your child goes to the bathroom on the toilet more times during the weekend than in their underwear, this is a sign of success!

1. It is important that families stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
2. We recommend your child wear comfortable, easy to remove clothing during this process.
3. Take your child to the bathroom every 2 hours, and reward them with cheering, or other positive reinforcement techniques even if they are just sitting on the toilet.

Potty Training Guidelines

The following guidelines must be followed when children are potty training/wearing underwear at Tykes Academy certified in-home childcare location(s):

- No overalls, pants with a belt, pants that snap, or any clothing that is hard to get the child out of quickly.
- If possible, bring an extra pair of shoes as they can get wet too.
- ALWAYS have extra clothes and underwear onsite at the Facility.
- Inform the teacher if your child prefers to sit or stand when using the toilet.
- Keep a small supply of pull-ups for nap time at the Facility.
- Your responsibility is to take home any soiled clothes to be cleaned and sanitized.

Miscellaneous Day to Day Policies

Attire For Children

Your child must wear clothing that is easy to manage, safe for the activities they will be participating in while at the facility, and weather appropriate. Dress your child in simple, comfortable clothing that is washable. Please remember in choosing their clothing that children paint, glue, and participate in large movements daily. Children must wear comfortable, closed-toed shoes. No flip-flops are allowed for safety reasons.

Don't forget to include a change of clothing to be left in your child's cubby in case of emergency. All clothing items must be labeled with the child's name. The Facility is not responsible for any lost or damaged clothing items.

Screens And Media

The use of visual media, such as television, films, and videotapes, shall be limited to developmentally

The Family Handbook

appropriate programming. Media may be used as a special event or to achieve a specific goal but not as a regular daily routine. TV, video, internet, or DVD viewing shall not be allowed during meal or snack times. Per the statutes of Kentucky regarding screen time at Tykes Academy, only 2 hours may be permitted, and programming must be educational and part of the curriculum.

Toy Policy

We request that all toys from home be left at home unless the Director, Jessica Meier, has indicated otherwise. An exception to this would be a transitional object that young children often bring to the facility when they are learning to comfortably separate from a parent or guardian. When a very young child is attached to a special blanket or stuffed animal, bringing it to the Tykes Academy often aids in the transition from home. All toys must be washed daily and returned to the facility clean.

Field Trips

We believe that field trips are a creative way to enrich one's study and expand the learning environment. Families will be notified at least one week before the planned field trip and must fill out a permission slip to consent to their child's participation.

Special Events

Tykes Academy hosts special events throughout the our enrollment year as an opportunity for our families to get together with our staff and have a wonderful time. You will be notified by email at least three weeks before the event. Please note alcohol and smoking are prohibited.

Your participation in these events brings a feeling of connectedness and collaboration to our Tykes Academy Village!

Discipline Policy

Tykes Academy has made praise and positive reinforcement the backbone of our discipline policy. Many studies have proven that a positive approach to behavior management helps children develop critical thinking skills, self-discipline, and higher self-esteem. Our disciplinary methods are based on these findings and are used for the betterment of your child.

Biting

Biting is a behavior that is often unexpected and can harm and frighten others. Biting is a natural developmental stage that many children go through. Most times, it is a temporary behavior and one that is seen between the ages of 11 months and 24 months. Toddlers bite others for many different reasons. A child might be teething, feel tired, angry, frustrated, or even bite when they are overly happy and excited. Biting may also be a way for a child to get attention from other adults or friends. Toddlers do not have strong verbal skills, are impulsive, and lack strong self-

The Family Handbook

control, and it is important to remember that they are developing these abilities at their own pace. Biting can also occur for no apparent reason, happen quickly, and be shocking to observe. Our primary concern at Tykes Academy is the safety and health of the children and our staff. We take all biting situations seriously and use our knowledge as caregiving professionals to handle these tough situations in positive, constructive, and meaningful ways to stop them from occurring.

When it comes to a biting incident, our goal is to help identify what is causing the biting and resolve it immediately. At Tykes Academy, we will encourage the children to "use their words" if they become angry or frustrated. Staff members will always maintain close and constant supervision of the children.

If a biting incident occurs, state regulations require that the family of the child biting and the family of the child who was bitten be contacted. Names of the children are not shared with either family. For every biting incident, two actions will occur:

4. Families will be contacted by phone call.
5. An accident/incident report will be completed and signed by the parent/guardian at pick-up for both the child who bit and the child who was bitten.

If the biting becomes excessive, the child is over 3 years of age and the Facility's techniques have been exhausted, Tykes Academy has the right to discharge the student. Please note, many measures will be taken prior to this discharge in helping the student. These measures are outlined as follows:

Procedure employees will follow if biting occurs:

We do not use techniques to alarm, hurt, or frighten children. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

- For the child that was bitten
 - First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
 - Families are notified with a phone call. If a guardian cannot be reached, an email will be sent, and an additional phone call will occur until the guardians are reached directly.
 - An accident/incident report form is filled out documenting the incident for both children involved.
 - Parents/guardians will sign the form at pickup.
 - This signed form is stored in the child's file. Parents/Guardians can receive a copy of the form if asked.
- For the child that bit
 - The staff member will firmly tell the child "No. Do not bite."
 - The child will be brought to an area of the classroom where they can talk with the staff members.

The Family Handbook

- Families are notified with a phone call. If a guardian cannot be reached, an email will be sent, and additional phone calls will occur until the guardians are reached directly.
- An accident/incident report form is filled out documenting the incident for both children involved.
- Parents/guardians will sign the form at pickup.
- This form is stored in the child's file. Parents/Guardians can receive a copy of the form if asked.
- Biting Continues
 - The child will be shadowed to help prevent any biting incidents. This includes the staff member(s) always staying close to the child and holding the child's hand in moments where there is free play, outside time, high-energy activities, or times when the child has chosen to bite in the past.
 - The child will be observed by Tykes Academy staff to determine what is causing the child to bite (teething, communication, frustration, etc.)
 - The child will be given positive attention and approval for positive behavior.
 - The staff will also support the learning of appropriate behaviors with books, short acceptable educational video clips, puppet shows, and modeling interactive games and activities.
- Excessive Biting
 - If a child inflicts 3 bites in a one-week period, a conference will be held with the family to discuss the child's behavior and how the behavior may be modified.
 - An action plan will be created by the administration, the staff, and the family which will be implemented immediately following the meeting. This action plan can consist of shadowing and mirror techniques, half-day exposure to the Tykes Academy location (at full tuition rate), or another agreed-upon disciplinary approach.
 - At the end of the one-week action plan, if the child has 2 incidents of biting, suspension, or discharge from the program will be decided by the administrator if they feel the behavior is disrupting the classroom, cannot be controlled, and is harming others.
 - Recommendations for therapy, possible alternative facilities, and other ideas will be provided to the family.

Please note, Tykes Academy will do its best to integrate and teach appropriate behavior choices for children who bite or harm others, but in some situations, the environment may not be the best for this child, and the staff may have exhausted all resources making termination necessary.

The Family Handbook

Positive Discipline Techniques

- Use positive statements and affirmations when speaking to children.
- Use terms and phrases the children understand.
- Talk with children in a calm manner at a normal speaking volume.
- Explain and demonstrate which behaviors are unacceptable and why.
- Apply rules and consequences consistently.
- Model appropriate behavior.
- Praise and encourage the children for positive behaviors.
- Set up the classroom environment to prevent misbehavior.
- Redirect children to the appropriate activity or behavior, providing alternatives if needed.
- Allow children to make choices.
- Help children talk out problems and think of solutions.
- Reason with and set limits for children.
- Listen to children and respect their needs, desires, and feelings.
- Provide appropriate words to help solve conflicts.
- Use stories, songs, games, etc., and discussions to work through common conflicts.

Techniques We Avoid

- Inflict any type of corporal punishment upon a child, including any physical force.
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Compare children to one another.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended, or without adult supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents/guardians, families, or ethnic groups.

Serious And Habitual Behavior

When more serious or habitual misbehavior occurs, a conference will be scheduled with the staff and the student's parents/guardians. Observations, accident/incident reports, and other important documentation relating to the events will be presented and used as evidence. We will work together to develop a Behavior Plan and determine the next steps.

The Family Handbook

Challenging Behavior Process

Tykes Academy has found that repeated misbehavior can cause stress and disruption to the classroom. Consistent misbehavior also indicates that the student needs extra support to develop their social and emotional skills.

If serious concerns arise, Tykes Academy will work with the student's families and professionals who specialize in supporting children's social-emotional development.

Methods and Procedures:

- Safe or quiet space: When a student disrupts the class, they will be encouraged and asked to go to a dedicated space in the classroom. In this space, the staff will supply calming tools (i.e., calming sensory bottles, breathing technique tools, books, etc.) to help the child regain control of their emotions and display appropriate behaviors. The Staff's role is to talk with the student about their behavior after they have calmed down and to show them that they, the staff, are there to support and to give love and care while the child experiences these emotions. After this discussion has occurred and the student is calm, the student will rejoin the classroom.
- Walk or change of environment: If a student's misbehavior continues, they will be encouraged to join a teacher on a walk or participate in an activity that helps the child's mood and encourages positive behavior.
- Office Visit: If the disruptive behavior continues, a visit to the office to see the administrative team will occur. The Director will decide the next course of action based on the student's state at that time.
- Notifying Parents/Guardians: Families will always be made aware of the student's day through the daily reports. If there was a time when the student had an emotional outburst or were moments where the staff could not calm the student, the Director may decide the student needs other support and/or a discussion with their parents/guardians at home. The Director will then notify the parents/guardians and provide as much detail as possible.

If further support is needed, actions will be taken that are specific to the child's needs. These actions will be implemented quickly and consistently, and these actions will be age-appropriate and be at the child's level of understanding. If the behavior continues to be disruptive to the classroom, constitutes an immediate danger to the child, staff, or other students, or is considered uncontrollable for techniques used at Tykes Academy for behavior management have been exhausted, the following will occur:

- The student's family and childcare administration will attend a meeting to discuss what Tykes Academy needs to help the child and the steps that the family must take to support the child and Tykes Academy.
- With our support, the family will call special education services in the local area. (If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.)

The Family Handbook

- Staff will document the outcomes of the incident, the subsequent conference, and the plan developed, including appropriate intervention strategies. The purpose of the conference is to develop a plan jointly with the family and available resources to address specific behaviors that are disruptive and/or pose an imminent danger (recurring violence, behavior, or aggression).

If, after 3 months of continuous outside support for the child, Tykes Academy does not see any progress in the child's behavior, the Director may decide to discharge the child from the home.

Informal Assessments, Observations, Evaluations

Informal Assessments at Tykes Academy

Tykes Academy reserves the right to conduct checklists/screening for informal developmental assessments of children's growth and progress to determine appropriate placements and programming. We use Ages and Stages, ASQ-3. Those assessments will be made available to families.

Professional Evaluations

Tykes Academy may ask families to share professional evaluations when necessary to determine how best to meet their child's needs. This information helps us provide the best care possible for your child's unique growth and development.

Family Conferences

Family conferences occur multiple times throughout the year and will provide families with insight into their child's growth and development while enrolled at Tykes Academy. Family conferences also allow the Staff and families to form a more personal relationship to ensure we are meeting the family's standards and so that the staff can understand the family setting the child has outside of our doors.

Families will be aware of their scheduled Family Conference time one month before the scheduled meeting.

General Employee Information

Staffing At Tykes Academy

The Family Handbook

Tykes Academy always provides enough staff for the capacity of the state ratio requirements. This means that the student-to-teacher ratios are always followed. A detailed staffing plan is maintained and kept in on file.

What Makes Our Staff Special?

Our staff can demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors that contribute to the attainment of this standard include:

- Emotional maturity when working with children.
- Cooperation with the purposes and services of the program.
- Respect for children and adults.
- Flexibility, understanding, and patience.
- Physical and mental health that do not interfere with childcare responsibilities.
- Good personal hygiene
- Frequent interaction with children
- Listening skills, availability, and responsiveness to children
- Sensitivity to children's socioeconomic, cultural, ethnic, religious backgrounds, and individual needs and capabilities
- Use of positive discipline and guidance techniques
- The ability to provide an environment where children can feel comfortable, relaxed, happy, and are able to be involved in playtime, recreation, and other activities.
- Overall passion and drive

Non-Discrimination Policy

At Tykes Academy, we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or other characteristics protected by law. If you feel that you have been discriminated against, please let the administration know immediately. Every complaint will be appropriately investigated.

* SHRM Better Workplace Better World

Equal Employment

Tykes Academy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color,

The Family Handbook

religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

* SHRM Better Workplace Better World

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

Tykes Academy encourages reporting all perceived incidents of discrimination, harassment, or retaliation regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources, or any ombudsman.

* SHRM Better Workplace Better World

General Facility Policies

Child Neglect and Abuse

All Tykes Academy employees will be screened by the appropriate law enforcement agency using Kentucky's background check system. Adults will never be alone with children on the premises unless others can observe them. Furthermore, any staff member hired who has a pending background

The Family Handbook

check will not be left with children unsupervised.

At the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the director, who will determine the next action. The reporting adult will make an immediate phone call (877) KYSAFE1 or (800) 752-6200. A written report will be completed and filed with the Director as a backup to the phone report.

Confidentiality and Privacy

Childcare programs maintain confidentiality on a “need-to-know” basis. This information is shared only when it is necessary and only to applicable parties about COPPA and FERPA laws. This is important, especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian, or individual. Should a breach occur, according to the state of Kentucky, notification will be sent to all impacted parties in a reasonable manner. Additionally, staff of Tykes Academy, excluding the owner, will have only access to information regarding students in their care. The childcare software will grant permissions on an ‘as needed’ basis to protect the privacy of families and children.

State Regulations and Licensing

All Tykes Academy employees must be knowledgeable of the state’s childcare licensing rules and regulations. A copy of the state and local guidelines is always kept in the childcare facility and each employee receives a copy upon hire.

Type Of Insurance

As per the State statutes regarding insurance requirements for certified in-home childcare facilities, Tykes Academy possesses a General Liability policy from Philadelphia Indemnity Insurance Company, Policy PHPK2548436.

Social Media

Social media includes online electronic tools to help students, families, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other communication apps.

Upon enrolling a child with Tykes Academy, all families who are guardians must complete the social media consent form. This form is used as approval for allowing a parent or guardian’s child to be seen on our social media platforms.

Smoking Policy

Marijuana, cigarettes, and other smokeless tobacco products are not allowed at Tykes Academy regardless of its legality status. Families who smoke are strongly encouraged not to do so before picking up their child from the facility, as smoke stays on clothing and hair for some time. All

The Family Handbook

parents and guardians must wash their hands after smoking before arriving at any Tykes Academy location.

Alcohol Policy

If at any time we feel that a parent, guardian, or anyone authorized to pick up or drop off the child is under the influence of alcohol and/or any other mood altering/toxic substance, the childcare facility may refuse the release of the child, and Tykes Academy will contact another authorized person to come and pick up the child, explaining the circumstances. In some cases, an incident of this nature could lead to a referral to our governing bodies and a call to social services.

Hazardous Items

Tykes Academy has clear guidelines on identifying, using, and storing dangerous products, plants, and objects. This policy aims to protect employees, children, families, and visitors from the risks associated with chemical products, medicines, other dangerous substances, and dangerous equipment used in the facility's outdoor and indoor environments.

Emergency Preparedness

Emergency Consent Forms

Emergency consent forms are completed by the families upon enrolling their child(ren) at any Tykes Academy location(s). A copy of these forms is in every office and always available upon request.

Emergency Handbook Onsite

Tykes Academy has an emergency procedure handbook to define policies and protocols in emergencies. This handbook is reviewed often, and all staff will be trained in these policies upon hire. Staff training will be recorded via a logbook.

Emergency Procedures

Immediate Medical Attention

If a child or a staff member receives an injury while at Tykes Academy, an accident/incident report will be completed once the situation warrants. The report includes information regarding the time and date of the injury, what happened, how it was treated, and the signature of the witnessing Staff. This report is provided to families before the child leaves Tykes Academy and is also recorded

The Family Handbook

in our medical logbook.

Fire

Fire drills will be practiced at random times of the day and will occur at least once a month. 1 evacuation map is posted throughout the facility and are easy to access during a drill so that all parties are prepared. It is important that all staff and students remain calm during any emergency drill!

- The Director will inform the staff in advance that a drill will occur later in the week.
- The staff will talk to their students about the fire drill as well as the rules and procedures to follow while evacuating the building.
- The Director will shout "Fire Alarm!", and the Tykes Academy Location will perform the evacuation procedure.
- Children will proceed immediately to their designated outside facility meeting spot that is posted with signage.
- If possible, one staff member should try to grab the attendance sheets, emergency contact list, and any cell phones to carry with them.
- The staff will take attendance of the students and check off their attendance sheets or communication app.
- If safe, the Director will quickly check hiding spaces in the in-home childcare location for any lost children. They will also check for any sources of smoke or fire during a real emergency fire situation.
- The Director will then meet the rest of the students and staff at the designated area outside the building.
- The Director will review attendance by checking the sign-in and sign-out sheets, or other documentation for student attendance (the facility's communication app).
- The Director will time the drill to see how long it took to evacuate the building.
- The Director will confirm with local law officials when it is safe to return to the building.
- The Director will assist with children who may need support to return to the building.
- The Director will complete the first drill log with the following information: date and time of the drill, number of students, number of staff, and the length of time it took for the students and staff to evacuate the building.
- Families will be notified that a fire drill occurred on this day.

Tornado

Tornado drills will occur four times a year, most times during the spring and summer as tornados occur during the warmer months. Evacuation maps are posted throughout the facility and are kept easy to access. All Tykes Academy staff and students will be prepared for the drills, and review what happens during a drill often so that all are prepared. It is important that all staff and

The Family Handbook

students remain calm during any emergency drill!

- The Director will inform the staff in advance that a drill will occur later in the week.
- The staff will talk to their students about the tornado alarm as well as the rules and procedures to follow while evacuating the building.
- The Director will shout, "Tornado!", and the Tykes Academy Location will follow the shelter in place/lockdown procedure.
- Children will proceed immediately to the designated lockdown site/shelter in place spot.
- If possible, one staff member should try to grab the attendance sheets, emergency contact list, and cell phones to carry with them.
- Students will take the safety position by kneeling on their knees and elbows with their foreheads on the floor and covering their heads with their hands.
- The staff will take attendance of the students and check off their attendance sheets or communication app while helping students to take the proper safety position.
- If safe, the Director will quickly check hiding spaces in the home for any lost children.
- The Director will meet at the shelter in place designated spot to review attendance by checking the sign in and sign out sheets, or other documentation for student's attendance (the facility's communication app).
- The Director will time the drill to see how long it took for the students to take shelter.
- The Director will confirm when it is safe to leave the shelter in place designated spot.
- The Director will assist children who may need support to enter back into the program's main area.
- The Director will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.
- Families will be notified that a drill occurred on this day.

Earthquake

Earthquake drills will occur four times a year, most times during the spring and summer as tornados occur during the warmer months. Evacuation maps are posted throughout the facility and are kept easy to access. All Tykes Academy staff and students will be prepared for the drills, and review what happens during a drill often so that all are prepared. It is important that all staff and students remain calm during any emergency drill!

If inside:

- Initiate Drop, Cover, and Hold
- If no cover is available, get against the inside doorway or crouch against the inside wall and cover head; stay away from outside walls, windows, or other expanses of glass, potential for falling objects.

The Family Handbook

- Leave doors open to minimize jamming if the building shifts.
- Do not attempt to run through buildings or outside due to risk of falling objects.
- After initial shock, prepare for possible aftershock, then initiate evacuation and standard student accounting (avoid all hazards, i.e., electrical wires, broken glass, etc.)

If Outside

- Move quickly away from the building and overhead electrical wires.
- Lie flat, face down, and wait for shocks to subside.
- Initiate accountability procedures
- Do not attempt to enter the building until authorized to do so.
- Do not touch fallen wires.
- Be alert for instructions from Director or first responders.

Assembly Areas

- Earthquake safe areas will be away from the building and overhead powerlines.
- Keep everyone away from underground gas and sewer lines (which should be marked prior)
- Call 911, District Support Team
- In the event of aftershocks, students shall be encouraged to remain calm and stay sitting close to the ground.
- Administer emergency first aid as needed.
- Do not re-enter building until given "all clear" from Director
- Document actions and complete incident reports

Lockdown Drill

During an emergency, a situation that may cause harm to a person inside the school, such as hostage, active shooter, intruder, or other disturbances, a lockdown procedure will occur.

Shelter in place drills will occur four times a year. Evacuation maps are posted throughout the facility and are kept easy to access. All Tykes Academy staff and students will be prepared for the drills, and review what happens during a drill often so that all are prepared. It is important that all staff and students remain calm during any emergency drill.

- The Director will announce that there is a lockdown situation by shouting "Lockdown."
- During a lockdown situation, all children are kept away from danger at their specific locations' designated lockdown site.
- Staff members are responsible for taking attendance and ensuring all students remain at their designated lockdown site.
- Staff members must also ensure that no unauthorized individuals leave or enter the building.
- Staff and children remain in their designated lockdown site, locking the door if possible.

The Family Handbook

Turning off the lights and closing the windows.

- Staff members must encourage students to remain quiet and still in their lockdown placements.

Missing Child

If a child is not accounted for at any time, the staff member responsible for the child should:

- Search the premises for the missing child. Each area that a child could potentially hide should be properly searched, as well as the outdoor areas of the in-home childcare location.
- The staff member should also double-check to confirm the location of the child by checking the sign-in and sign-out log.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the Director should be notified that the child is missing.
- Begin the lockdown procedure. All exits must be monitored by employees letting no one in or out of the facility.
- The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features.
- The Director will notify the child's family to make them aware that the child is missing from the facility.
- While the police are en route to the in-home childcare location, the staff will continue to search for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
- The Director will always stay on the Tykes Academy premises to be the contact person for the police department, as well as the missing child's guardians.
- The Director should ask the police to activate an Amber Alert.

Hostage Situation / Kidnapping

If a child is not accounted for at any time, the staff member responsible for the child should:

- Notify Director
- Keep all students in the lock down area until further notice.

Once notified, the Director should execute the following:

- Initiate Lockdown procedures
- Call 911
- Notify all students outside of the immediate area (outside, etc.) to report to the nearest safe area (posted).
- Under no circumstances should the students be evacuated from the Tykes Academy facility without approval and/or assistance
- If the hostage taker can be contained in one section of the building, students should be moved from the exposed areas to a safer part of the building.
- Document actions and complete incident reports

The Family Handbook

Poison Control Procedure

- The Poison Control Center phone number will be posted on the list of emergency numbers by the telephone.
- Poison emergencies or requests for poison information will be made by contacting the Poison Control Center Hotline at 1-800-222-1222 first – unless the person who has been poisoned is unconscious, not breathing, having trouble breathing, or is having convulsions. If any of these conditions are present, we will call 9-1-1 first.
- Chemicals, medications, pesticides, paints, cleaning agents, and other potentially harmful substances will be stored in locked areas that are inaccessible to children.
- Toxic substances will be stored away from food and food preparation areas.
- All chemical products and medications shall be stored in their original containers with original labels intact.
- Poisonous plants are not permitted in the center.
- Staff must identify plants and determine “safe” prior to bringing them to the facility. If the plant is not on the poisonous plant list, please contact the poison control center (1-800-222-1222) for guidance.
- If pest control is necessary outside of nontoxic solutions, only a licensed exterminator will apply pesticides.
- Pesticides must be EPA approved with natural pesticides that are non-toxic to humans and pets.
- Pesticides and other potentially toxic chemicals will not be applied while children are present. The application shall be in a manner that prevents skin contact and other exposure and minimizes odors. A staff member will observe the application of the chemicals and verify that they are applied according to the instructions on the label.
- The Director will notify all families and staff before using pesticides.
- Following the use of pesticides or other potentially toxic chemicals the treated area shall be ventilated for the period recommended on the product label or by a nationally certified poison control center before being reoccupied.
- All staff purses and personal belongings will be securely stored to prevent access by children. Purses and other personal belongings may contain items unsafe for children including medications, lighters, pocketknives, etc.

Illness Policies

The following criteria will be considered in determining if your child must go home:

- a fever of 101.4 degrees Fahrenheit or more
- inflammation of the eyes (excessive redness, glassy or discharge)
- vomiting
- more than one incidence of diarrhea or loose stool that is not contained within the clothing.

The Family Handbook

- communicable disease as defined by the Department of Health Services/Center for Disease Control
- unknown rash
- excessive nasal discharge
- pain

If your child is sent home due to illness, he cannot return to the facility until he has been free from symptoms for 24 hours without using a fever reducer. This allows your child time to recover and stop the spread of illness to other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining if your child is ready to return to the facility.

- Mood, appetite, behavior, and activity are again normal
- No fever for 24 hours without a fever reducer
- Antibiotics (have been used for a full 24 hours)
- Vomiting cleared for 24 hours
- Diarrhea cleared for 24 hours
- Frequent coughing excessive nasal discharge resolved
- Pain resolved

It is your responsibility to notify Tykes Academy if your child has a communicable disease or infestation such as measles, mumps, chickenpox, head lice, or bed bugs. A child may be readmitted without a statement from a physician only if the child has been absent for a period equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all infectious diseases, and a note will be posted on the bulletin board and via the childcare app when there has been exposure to a communicable illness at Tykes Academy.

Children returned to Tykes Academy with signs of illness, or communicable disease will be refused entry into the facility as we perform daily check in reviews.

Please consult with your Director if you need additional information.

Medication Policies

This policy was written to encourage communication between the family, the child's healthcare Director, and the Director to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in childcare.

Important General Notes

- Whenever possible, medication should be given at the child's home. Dosing of medication can frequently be done so that the child receives medicines before going to childcare and again when returning home and or at bedtime. The first dose of any medication should always be

The Family Handbook

given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. The families must notify the Director of the dosage that was given at home and at what time it was administered to the child.

- Medication will only be accepted into Tykes Academy if the proper documentation is completed and all policies and procedures for accepting medication are followed.
- Medication will only be used for the student whose name is documented, and the medication has been approved for.
- Medication will not be shared.
- Medication will always be kept in a locked container.
- Medication will be administered in a manner that protects the child's safety.
- Medications given at Tykes Academy will be administered by a staff member designated by the Director. The designated person, usually the Director, will be fully briefed on the child's health needs related to the medication and will have had training in the safe administration of medication.

Medication Communication Agreement

Information exchange between the families and childcare staff about medication that a child is receiving should be shared when the child is brought to and picked up from Tykes Academy. Families should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the families.

The Director is always authorized to contact the pharmacist or healthcare Director for more information about the medication the child is receiving and if a situation arises that requires immediate attention to the child's health and safety, particularly when the family cannot be reached. This authorization will be provided via a Medical POA while enrolled at Tykes Academy.

Accepting Medication

- All medication will be accepted in its original container. Medication that is not in its original container will not be accepted.
- Medication will not be used beyond the date of expiration.
- Consent forms from families and doctors will be completed prior to arriving at the facility.
- The child's name must be written on all items.

Storing Medication

- Medications will be safely stored away from children and in a locked container/storage area.
- Medication containers must have child-protection caps.
- Medications will be kept in a well-lit area.

The Family Handbook

- Medication will not be kept in rooms where food is prepared or stored unless refrigerated in a separate locked container.

Empty/No Longer Needed Medication

- When a child no longer needs the medication, the unused portion or empty bottle will be returned to the family.
- If a medication is near expiration, the Director will notify the family to bring in new medication prior to the official expiration date.
- If the medication is empty, it will be discarded in a room where children are not present.
- All medication lids will be closed and locked, whether the medication is empty or full.

Prescription Medication

Required Forms

- Families must complete a consent form to allow Tykes Academy to administer medication to their children.
- Tykes Academy may require a doctor's note depending on local statutes. This can be in the form of a letter, labeled on the container/bottle, or labeled on the packaging.
- Medication administration will be recorded in a log with the date, times administered, dosage given, prescription name, and signature of the person who administered the medication.

Receiving the Prescription Medication

- Prescription medication will ONLY be accepted in its original container.
- Prescription medications will be labeled with the full pharmacy label. This label must be on the packaging of the medication or attached directly to the medication bottle.

Pharmacy Label Requirements

- physician's directions for use
- physician's name and phone number
- child's first and last name
- the date the prescription was filled
- the expiration date
- specific instructions for storing the medication

Administering Prescription Medication

- Only the designated staff member will administer medication
- Prescription medication will be administered as instructed and prescribed by a physician

The Family Handbook

- Prescription medication will be used only for the child named on the label
- The administration of all medications will be recorded in a medication administration log.

Non- Prescription Medication

Required Forms

- Families must complete a consent form to allow Tykes Academy to administer any of the below medication to their child.
- The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription/medication name, and the name and signature of administering the medication.

Receiving Non – Prescription Medicine

- The container shall be in such condition that the name of the medication and the directions for use are clearly readable.
- Non-Prescription medication shall be accepted only in its original container. Medication not in its original container will not be accepted into Tykes Academy.

Administering Non-Prescription Medication

- Only the designated staff person will administer medication.
- Non-Prescription medication shall be used only for the child who is confirmed to receive it.
- Non-Prescription medication may be dispensed in accordance with the manufacturer's instructions.
- The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name, and the name and signature of administering the medication.

Sunscreen, Diaper Cream, Insect Repellent, and other items

The container must be labeled with the child's name. The family must have the item logged at the front office and a permission slip is required. The item(s) will be kept in the locked cabinet in the child's classroom and the staff will use it as needed. The product will not be applied after its expiration date and will be either disposed of or returned to the family.

Any item with a 'drug fact' label must be logged with a permission slip, kept in this locked container, and logged in our medication logbook, this includes diaper cream and sunscreen.

The Family Handbook

Handbook Acknowledgement

ACKNOWLEDGMENT OF RECEIPT OF FAMILY HANDBOOK

Today's Date:

- We _____ the parents of _____ have received a copy of Tykes Academy' Family Handbook.
- I agree and understand the policies and procedures listed in this handbook and comply with the Facility's rules and regulations.
- I understand that the policies and procedures listed in this handbook are subject to change to reflect the program's needs.
- I understand I will be made aware of these changes in a timely fashion, and I will always adhere

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date