

TEACH & LEARN

CHILDCARE PARENT HANDBOOK

Welcome:

We are honored that your family have become a part of the Teach & Learn Childcare (TLC) family. TLC is a non-profit childcare center, located at 2696 S. Hamilton Road, Columbus, Ohio 43232, that provides childcare services to children from toddlers to school-agers. We have been providing childcare services since September 1, 2008. We currently use Creative Curriculum we also provide three nutritional meals in a safe sanitized environment.

Our goal is to impact on our students' lives educationally, emotionally, and socially so they are provided with a strong foundation for their educational future. We look forward to working as a family to help each child reach that are set for them throughout their time at our childcare center.

We strive not only to provide a challenging academic program but a secure, personal environment of care for each individual student. We hope that we can exceed all our family's expectations and want to take this time to personally welcome your family to TLC.

Sincerely,

Anthony Malone
Executive Director

Program Hours of Operation:

We are open Monday through Friday from 7:30am to 3:30pm. All children must arrive by 10 am unless prior notification has been given to staff or management.

Attendance Policies:

Arrival & Departure- Parents must bring their children into the childcare center and make verbal contact with staff or management. Staff or management will sign the child in on the written attendance sheet. The parent will record their child's arrival/attendance on the TAP system. Children may not be dropped off at the front door nor enter the childcare center alone. At departure, parents must make verbal contact with staff or management, so to indicate that the child has been picked up. Staff or management will mark the child's departure on the attendance sheet. The parent will mark the child's departure on the TAP system.

Absent – The parent must inform the staff or management that their child will be absent 30 minutes from their expected arrival time. Please call or text the staff member.

Please notify staff or management as soon as possible if your child will be absent for the day or longer for the program to make any adjustment needed.

Releasing the child to someone other than the parent – Only individuals authorized in writing by the custodial parent or guardian may pick up the child. Anyone other than the parent or the guardian must present a state-issued photo ID which will be verified prior to releasing the child.

Releasing a child according to the custody agreement – If there is a custody agreement for the child, management must be provided with a current official legal indicating who has permission to pick up the child.

Children arriving from other programs – Some children may attend out center from other programs, such as schools. If a child is scheduled to arrive at our program but does not, we will contact the other program and the parent/guardian for a status.

Closures Due to Weather, School Delays, or Other Factors:

Except for scheduled holiday, TLC will be open unless there is a weather or other emergency that results in a lack of power, heat and/or running water at our facility.

To ensure the safety of our families and staff, TLC may delay opening or closing due to inclement weather conditions that make travel hazardous.

If Columbus Public Schools are closed due to inclement weather TLC will be closed as well. TLC will inform families of delays/closure by phone, text, or emails as soon as possible.

Should snow or icy conditions begin during program hours of operation, TLC may ask families to pick their child up early before conditions become worse.

Holiday Schedule:

We are closed on the following holiday:

New Year Eve

New Year Day

President Day (Training Day)

Memorial Day

Juneteenth

4th of July

Labor Day

Cols. Day

Veterans Day (Training Day)

Thanksgiving week

Christmas Week

Program and Policies-

Enrollment:

Before the parents enroll their child at TLC, they must complete the following forms: 1. Child Enrollment 2. Child Medical (we also need shot records from their medical provider for preschoolers). 3. Income Eligibility Application(annually) 4. Enrollment CACFP (annually) 5. Family Assessment.

Additional Items:

These items are needed on the first day of attendance: 1. Blanket(Blankets are to be washed at the end of the week on Fridays and to be brought back on the start of the following week, Monday) 2. Sippy Cup for toddlers and 3. Seasonal Change of clothes 4. Wipes and pull-ups for toddlers. Sippy cups must be emptied and cleaned daily. Sippy cups must be labeled with the child's name and current date when

returned. You may use masking tape to place name and date on the sippy cup.

Basic Schedule:

7:30 – 8:30 Arrival Free Play
8:30 - 9:30 Handwashing, Breakfast
9:30 – 10:00 Bathroom Breaks
10:00 -10:20 Morning Meeting
10:20 – 11:20 Learning Centers
11:20 – 11:30 Clean-up
11:30 – 11:50 Outdoor/Gross Motor
11:50 – 12:00 Wash Hands
12:00 – 12:30 Lunch
12:45 – 3:00 Naptime
3:00 -3:20 Wakeup/Bathroom/Wash Hands
3:20 – 3:45 Snack
3:45 – 4:00 Afternoon Meeting
4:00 – 5:00 Learn Centers/Table Toys
5:00 – 5:30 Clean Up/Go Home

If your child arrives after 9:30 am please make sure that they have eaten. Thank you.

Outdoor Play:

TLC does provide daily outdoor play, Monday – Friday between 10:30am – 11:50am, if weather permits. Considerations may include but are not limited to the following.

Temperature above 90° or below 32°
Humidity above 80%
Wind chill below freezing.
Ozone Alert
Pollen/Allergy Effectors at Dangerous levels
Lighting, Rain, and Ice/Hail
Weather watch or warning issued.

If outdoor play is not available, the indoor play area will be used as an alternative.

Using Substitutes or Child Care Staff Members:

Each year management and staff may take a one-week vacation. TLC will provide a four-week notice of the of the employee and the dates of the vacation. A substitute will care for the children at the center during their vacation.

If half of the employees are unexpectedly sick and cannot provide care, we will contact parents immediately via text or phone call to let you know if a substitute will be available to care for the children or if you will need to make alternative arrangements for the care of your child.

Contact Information:

Teach Learn Childcare Inc.
614-863-0017 Office
855-299-0978 Fax
www.tlchildcare.org
info@tlchildcare.org

Anthony Malone – Childcare Administrator
614-848-9988 Cell
amalone@tlchildcare.org

Licensing:

TLC is licensed by the Department of Youth.

Parent(s) Participation Activities

Parents are encouraged to participate in any scheduled activities if their schedule will allow. Activities that parents can participate in are listed in TLC's newsletter which is placed on the front desk at the front entrance.

Teacher/Parent Meeting:

Parent(s) are informed they can schedule a formal meeting with their child's teacher when both are available. Teacher(s) typically meets with the parents informally through-out the week.

Payment Schedule:

Parent fees for co-pay or private pay are due on the first day of the week that the child attends. Typically, that day will be Monday. The entire amount is due. Registration fees currently \$25.00, per family is due on the first day of attendance. Parent(s) are charged \$1 per minute after 5:30 pm if late picking up their child. The parent(s) must pay the late fee before the child returns.

Rates:

Private Pay \$200

Child without Immunization:

A child without current immunization will not be allowed to attend the childcare center.

Napping Policies:

Children 18 months or older will sleep on an assigned cot. Children who do not fall asleep will be allowed to sit on their cot with quiet activities. We will provide each child 12 months or older with a child-sized blanket that will be washed weekly or as needed.

Food Provided by Parent:

TLC will provide all meals to each child at no cost to the parents. Any food provided by parents will only be eaten after all three nutritional meals provided by TLC have been presented to the child unless the parent has a doctor excuse and provides an acceptable substitution. TLC will give the parents the DCY form that their doctor must complete for the substitution.

Disenrollment of Child:

A child will be disenrollment if the child hits, bites, spits on another child, parent, or a staff member. If the child does not obey a staff member, especially concerning a safety issue, they will be disenrolled.

The child will be disenrolled if the parent does not pay fees when due or the parent physically assaults a child, staff and/or another parent. If the parent purposely destroys TLC's property, the child will be disenrolled and the proper authorities notified.

Administer Medication:

TLC will not administer any medication to any child enrolled in their program. TLC will call the parent and/or medical personnel (911) if warrant if the child has a medical emergency. Any food supplement or dietary supplement must be approved by the child's doctor.

If your child requires an over the counter or prescription medicine under care the parent must return to the center to administer the medicine.

School ager can administer their own medication with the approval of their doctor and parent. The medication must be kept in a secure place away from all children in a secure location known by staff and management.

Secured Facility:

All exterior doors will remain locked. Teachers and staff are instructed not to open these doors to anyone except for parents, guardians, government officials, scheduled contractors, delivery personnel or for scheduled appointment(s).

Conflict Resolution:

Please contact me if you have any problem with our program. We will work with parents and attempt to resolve any problems or concerns you may have. The Ohio Department of Job & Family Services also may be contacted to report suspected violations of licensing law or administrator rules. A toll free number is listed on our program's license.

The licensing rules governing childcare are available in the administrator's office.

Assessments:

TLC will utilize screening, progress monitoring tools, and formal assessments to ensure that the children's learning needs are being met. TLC will share this information with families during conferences and in a monthly report to parents on their child's progress.

The TLC will report required information regarding screening tools and assessments to ODJFS.

Illness Policies:

If your child is sick or does not feel well enough to participate in programming activities, please keep them at home. We will not be able to provide care for children who are sick. Please have a backup care plan in place if you cannot take time off from work/school to pick up your child when they are sick or to care for them at home when they are ill.

Children who become ill while in care will be isolated within sight or hearing of the provider. Cribs/playpens/cots/mats and any linens used will be washed and disinfected before being used again.

Symptoms for discharge – A child is sick when demonstrating any of the following symptoms:

- Temperature of at least 101 degrees F (100 degrees F if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (more than three abnormally, unexpected, or unexplained loose stools within a 24-hour period).
- Severe coughing (causing the child to become red or blue in the face or to make a whooping sound).
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain.
- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and/or grey or white stool.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestation.
- Sore throat or difficulty swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Conditions for return of child after illness – The child will be readmitted to the childcare center after at least 24 hours of being free of fever and other symptoms without the aid of medication. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Notification to parent of ill child – Parents will be notified by phone and text if their child exhibits any of these signs of illness and must pick up their child up within one hour.

Fire:

Fire drills are done monthly. In the event of a fire, management, staff, and children will evacuate the building, and call 911, due to a fire emergency. Management/staff will reference the fire diagram for evacuation route.

The attendance will be taken while quickly exiting and again when they arrive at the Columbus Dispatch distribution building east of the TLC building. Children under the age of 24 months and those with handicaps will be escorted out of the building using evacuation cribs, strollers/buggies, or will be carried out by a teacher.

Once it is safe to do so all parents will be notified of their child's location, so they may be picked up. ODJFS will also be notified. TLC will remain closed until government official state that it is safe to enter the building.

Tornado:

Tornado drills are conducted between the monthly between the monthly of May to September. In the event of a tornado warning all staff/management and children will convene in the center hallway. There the children and adults will place their heads between their legs and keep them there until it is safe, and the tornado has passed. Following the event, the children's parents and ODJFS will be notified.

Lockdown Procedures:

Lockdown drills are done quarterly. Lockdown will take place if there is a perceived or actual threat from an intruder. A Lockdown alert is given by a staff and /or management they will:

Everyone will proceed quickly and safety to the kitchen area – close and lock all access doors to the kitchen. Tell the children to remain silent. The center has a cordless phone in the kitchen area that remains in charge.

Everyone will remain in the kitchen until emergency personnel say it is safe to leave the kitchen area. After lockdown, all parents will be notified and asked to pick up their child. TLC will report the incident to ODJFS.

Transportation:

Currently TLC does not provide transportation. TLC will call the hospital and/or parent for transportation due to a serious medical emergency.

Emergency Medical Transportation:

Parent(s) or guardian must agree to consent of medical emergency, or the child cannot attend TLC. TLC assumes no obligations or responsibilities in connection with its treatment or handling of medical emergencies.

Water and Swimming Activities:

TLC does not participate in any water and/or swimming activities.

Miscellaneous:

An extra set of appropriate weather clothes must be brought each day for your child and should be placed in your child's cubby. Each child may bring one soft blanket, which should be taken home and washed on a weekly basis or as needed. We ask that your child does not bring any toys from home are not lost, and that there are no issues with sharing toys.

Our program likes to share photos of children with all the parents. We will never share photos and names of our children on social media sites. We will provide a photo use permission form and request that you let us know whether you will allow us to take pictures of your child.

Supervision & Child Guidance:

Supervision - TLC major responsibility is to ensure the health and safety of each child entrusted in our care. We are aware of the safety needs of our children, anticipate possible hazards and will take the appropriate precautionary and preventative measures. Your child will always be supervised within sight and hearing. And at no time be left unsupervised.

Children Guidance – Your child will be treated with love and respect. Our center focuses on setting reasonable expectations for children's behavior and providing positive reinforcement and positive redirection for the children. We will facilitate problem-solving and encourage children to talk about problems and share their thoughts and suggestions if they have conflicts with each other.

If a child exhibits inappropriate behavior, they will be asked to find a space away from the group. They may return to the group when they are ready. This will allow them time to self-regulate. If the child continues to exhibit inappropriate behavior, they may be placed in a time-out. Note that time outs will last for no more than one minute per year of the child's age and will never be used with children less than 18 months old.

Upon the child's return to activity, the teacher will privately review with the child the reason for the time out and the expected behavior moving forward.

Parent Handbook Reviewed

X _____ Date _____
Parent

X _____ Date _____
Parent

By signing, I agree that I/we have read and understand the policies provided by Teach & Learn Childcare (TLC). Please sign and return to the management or staff of TLC.

SNAP and FDPIR state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, America Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint; and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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