



Parent Handbook - July 2016 -

1442 Elmore Avenue
Columbus, OH 43224, USA

Tel: (614) 268-7345 | Email: contact@ttots1442.com
MON - FRI 5:45AM TO 11:55PM | SAT 5:45AM TO 5:00PM | SUN 5:45AM TO 3:00PM

Dear Parents & Guardians,

I am so pleased that you have decided to allow our highly experienced and trained staff to care for your child. Here at Tiny Tots Day Care Services, our primary goal is to help the children in our care grow up happy, healthy and with an unquenchable love of learning.

When I founded this program, my ambition was to create a facility that would ensure that all of the children were given a solid and loving foundation for life. At the core of this program is a belief that children will always succeed when they receive a steady diet of:

Love, Support, Care, Guidance and Nurture

My hope is that the lessons they learn in this program will be reinforced in your home and that the values you place in them at home will be reinforced with us here at Tiny Tots. Together, we can and will help your child reach their fullest potential.

Sincerely,

Sharon Jones

Sharon Jones
Founder & Chief Administrator
Tiny Tots Day Care Services, LLC.

Welcome to Tiny Tots Day Care Service

Tiny Tots Day Care Services is a childcare center where children are encouraged to develop at their own pace and is designed to provide a smorgasbord of scholastic adventures and recreational activities that enable children to discover and develop a life-long love of learning. We provide a safe, clean environment that is instrumental in enhancing mental, physical, social and emotional growth. We strongly believe that when children are given the foundations of an early education and develop positive self-image at an early age, they **CAN** and **WILL** be successful for life.



Our mission is to provide safe, affordable, quality childcare services and support families in their efforts to work and/or attend school; and create fortified bonds between the children & families, families & teachers and between our teachers and the wonderful community we serve.



Providing Exceptional Quality Assurance

We know you wouldn't trust just anyone to care for your child, and neither do we! We utilize a rigorous recruitment process that guarantees extra special care has been taken in ensuring that only the most qualified and caring people are providing quality and loving care for your child. Our highly trained and experienced staff is committed to the families we serve and are fully dedicated to providing support and encouragement to all children. Our teachers work closely with our children to insure that each child is treated fairly and has the same opportunities as other students to learn and play.

TABLE OF CONTENTS

HANDBOOK INFORMATION	1
ADDITIONAL RESOURCES.....	1
OPERATIONAL INFORMATION AND POLICIES	1
LICENSE TO OPERATE	1
LICENSING REGULATIONS.....	1
CHANGES IN CIRCUMSTANCES	1
HOURS AND DAYS OF OPERATION.....	2
CONFIDENTIALITY POLICY	2
PHOTOGRAPHS AND PUBLICITY	3
CHANGES IN POLICIES.....	3
EDUCATIONAL PROGRAMS	3
NEWBORNS & INFANTS	3
TODDLER & PRESCHOOLERS.....	3
PRE-KINDERGARTEN	3
SCHOOL-AGERS.....	4
PLACEMENTS INTO OLDER CLASSES.....	4
ENROLLMENT PROCESS	5
FULL-TIME ADMISSIONS.....	5
PART-TIME & DROP-IN ADMISSIONS	5
ENROLLMENT REQUIREMENTS	5
AUTHORIZED MEDICAL RECORDS.....	6
WITHDRAWAL OF CHILDREN	6
TUITION/FEES AND PAYMENT POLICIES	6
REGISTRATION FEE	6
DELINQUENT ACCOUNTS/RETURNED CHECKS	6
HOLIDAYS	6
VACATION	6
LATE PICK-UP CHARGES	7
WITHDRAWAL FROM TINY TOTS.....	7
DISMISSAL OF CHILD	7
CLASSROOM POLICIES AND PROCEDURES	7
CHILD ARRIVAL/DEPARTURE PROCEDURES	7
DROP-OFF POLICY.....	7
PICK-UP POLICY.....	8
SIGN-IN & SIGN-OUT	8
ABSENT FROM CLASS	8

AUTHORIZED RELEASE OF A CHILD	8
EMERGENCY CONTACTS.....	9
LEGAL CUSTODY AGREEMENT	9
TRANSITIONING.....	9
GUIDANCE POLICY	9
POSITIVE REINFORCEMENT.....	10
QUIET TIME	10
DISRUPTIVE/HARMFUL BEHAVIOR.....	10
EXTRA ATTENTION	10
POSITIVE DISCIPLINE POLICY	10
INITIAL CONSULTATION.....	11
SECOND CONSULTATION	11
DIS-ENROLLMENT	11
CLASSROOM COMPOSITION AND STAFFING	11
STAFF QUALIFICATIONS.....	11
ORGANIZATIONAL CHART	11
DIRECTOR/PRESIDENT.....	11
ADMINISTRATOR	12
ASSISTANT ADMINISTRATOR	13
LEAD TEACHER	13
ASSISTANT TEACHER	14
TEACHER AIDE	14
CLASSROOM MANAGEMENT AND CURRICULUM.....	14
CURRICULUM GOALS AND OBJECTIVES	14
OUR APPROACH.....	15
CHILD TO TEACHER RATIO AND MAXIMUM GROUP SIZE.....	15
DAILY SCHEDULES	16
INFANT ROOM SCHEDULE.....	16
TODDLER ROOM SCHEDULE	17
PRESCHOOL ROOM SCHEDULE	17
REST PERIOD.....	18
ASSESSMENT OF CHILD PROGRESS	18
ASSESSMENT METHODOLOGIES	18
FAMILY INVOLVEMENT	18
PERSONAL BELONGINGS	19
CHILDREN DRESS CODE	19
DRESS.....	19
EXTRA CLOTHES.....	19

REST TIME PROVISIONS.....	19
CHECKLIST: WHAT YOUR CHILD WILL NEED.....	20
NUTRITION.....	20
NUTRITION EDUCATION.....	21
BIRTHDAYS	21
TINY TOTS DAY CARE SERVICES PORTION SIZES.....	21
TRANSPORTATION.....	21
FIELDTRIPS.....	22
EMERGENCY TRANSPORTATION.....	22
HEALTH AND SAFETY PROCESURES	22
SUPERVISION OF INFANTS/TODDLERS/PRESCHOOLERS	22
CHILD ABUSE REPORTING	22
ACCIDENT/EMERGENCIES	22
MANAGEMENT OF ILLNESS	23
NOTICE OF EXPOSURE & REPORTING DISEASE	25
INCIDENTS, ACCIDENTS AND EMERGENCIES	25
MINOR ACCIDENTS.....	25
PROFESSIONAL MEDICAL ATTENTION.....	25
MEDICAL EMERGENCY PROCEDURES.....	26
OUCH REPORTS	26
MEDICATION AUTHORIZATION.....	26
SAFE MEDICATION STORAGE	26
PRESCRIPTION MEDICATIONS.....	27
OVER THE COUNTER MEDICATIONS.....	27
FOOD SUPPLEMENTS OR MODIFIED DIETS	27
DOCUMENTATION OF ACCIDENTS/INCIDENTS	27
DOCUMENTATION OF HEALTH INCIDENTS.....	27
DOCUMENTATION OF ALLERGIES.....	28
DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS	28
ACCESS POLICY	28
VISITORS.....	29
INDOOR SAFETY.....	29
OUTDOOR SAFETY PROCEDURES	29
EMERGENCY CLOSING PROCEDURE	30
INCLEMENT WEATHER POLICY	30
PARENT INVOLVEMENT.....	30
DAILY VERBAL COMMUNICATION.....	30
MONTHLY NEWSLETTERS.....	31

FAMILY SOCIALS.....	31
INITIAL INTAKE MEETINGS	31
PARENT/TEACHER CONFERENCES	31
REGULAR PARENT/GUARDIAN VISITS.....	31
INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE.....	32

THIS IS A SAMPLE DOCUMENT
FOR GRAPHIC DESIGN
DEMONSTRATION PURPOSES ONLY