

Owner/Director: Mandi Stalnaker
**Parent Handbook***Last Update: 3/3/2021*

Welcome to Planet Earth Preschool! We thank you for your interest in our facility and furthermore, trusting and choosing us to help your child to develop and grow in a healthy, welcoming, and thriving environment. This Handbook contains information regarding our program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about our facility and inform you of important center policies.

**Philosophy and Goals**At Planet Earth we feel the most important asset to our center is our teachers. We are dedicated to choosing teachers that are completely committed to meeting the developmental and educational needs of children because they enjoy their company. Each member of our staff meets the qualifications set by the state and is encouraged to stay current on child development and early childhood education through in-service training and local continuing education programs.It is stressed to our staff that children learn through behavior modeling. Respect must be shown at all times for the children, other staff members and the environment. In addition to this, our philosophy is to teach respect for ourselves, others and the environment. We strive to instill trust, promote self-worth and confidence.

**Mission Statement**Planet Earth Preschools’ mission is to provide an atmosphere of care through which nurturing and educational experiences are abundant for our children. We will serve and act on behalf of the needs, rights and well-being of our children.

**License**At the end of this handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

**Admissions**A child is considered to be enrolled in the center only after the registration fee and deposit has been received, the director confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to administration immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 12 months. Parents that qualify for assistance: you must have your authorization approved before your child can begin enrollment or you will be required to pay tuition out of pocket until approval is received.
For the safety of our children and staff, we will not accept children for enrollment without immunizations.

**Guidance Policy**Planet Earth Preschool staff believes that helping the child learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child’s capabilities and the child will be made aware of these expectations. Our expectations are clear and consistent every day.

Positive reinforcement (commenting on children doing the “right” thing) and positive redirections (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give them a chance to regain control if they are having a difficult time. Calm down time will be age appropriate in length and done within the classroom. If the child is unable to sit to regain control, a plan will be written by the teacher and the director. It will be reviewed and signed by the parents. Staff will not impose punishment for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dismiss the child indefinitely from the center. At any time, a child may be sent home for the day due to repetitive physically endangering behavior to teachers/students. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The director would be in communication with the parents prior to this occurring.If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 AOC.

**Meals and Snacks**Planet Earth provides breakfast. It is between 7:30am-8:00am and also an afternoon snack from 2:30pm-3:00pm. If your child arrives after any of these time frames, please feed them prior to drop off as we do not serve outside of these times. Parents are required to provide lunch for their child. Fluid milk is also required and supplied by the center along with 100% apple juice. All food items must be stored in a lunch box/bag clearly marked with your child’s name. The lunches will be stored in your child’s cubby, so please be sure to include ice packs in your child’s lunch if foods need to be kept cold. We do have a microwave to warm foods. Please make sure they are fully cooked ahead of time. If a child should happen to not have lunch, it will be provided at a charge of $5.00. Your child should have a labeled water bottle every day.

**Curriculum**Planet Earth Preschool uses the Creative Curriculum for weekly activity plans. Each teacher implements the Creative Curriculum into their activity plan by providing activities from each developmental domain (i.e Cognitive, Social/Emotional, Approaches Toward Learning, Language/Literacy, and Physical). These activities are also based on their personal goals collected from parents/guardians and the lead teachers from informal observations. Formal assessments will be completed annually. The child level data will not be reported to ODJFS.

**Hours and Days of Operation**The center is in operation Monday through Friday 6:30am to 5:30pm. A late fee of $1.00 per child will be charged for every minute that the child is not picked up by 5:30pm. The drop off cut off time for all children is 10:00a.m. This policy is for the best interest of your child(ren) and the others within the center. Exceptions will be made for appointments or special circumstances approved in advance by the Director. The center will close to observe the following Holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day. Early dismissal will occur on Good Friday, the day after Thanksgiving, Christmas Eve, and New Years Eve. The center may choose when to observe Christmas Eve, Christmas Day, New Years Eve, and New Years Day depending on what day they fall on. Full tuition is due for the weeks in which these Holidays fall as our staff are given them as paid Holidays. Attendance will be taken in advance for half day Holidays. If your child(ren) is signed up to attend and does not show up, a fee of $15.00 per child per day will be billed. They will not be permitted to attend if they are not signed up. The same fee applies to no school-day attendance for our school-age children.

**\*\*Our center will close on the last Friday in July every year for a staff in-service day.\*\***

**Staff/Child Ratios and Maximum Group Size**Planet Earth Preschool will not exceed the following state required ratios:
 INFANTS 6 wks - 18 mon 1:5 or 2:12
 TODDLERS 18 mon - 30 mon 1:7
 TODDLERS 2 ½ yrs - 3 yrs 1:8
 PRESCHOOL 3 yrs 1:12
 PRESCHOOL 4 yrs - 5 yrs 1:14
 SCHOOL-AGE 6 yrs - 12 yrs 1:18

Ratios for toddlers and preschoolers may be doubled for 1 ½ hours at nap time as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff ratio if there is an emergency.
The maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play, or special activities. The maximum group sizes are as follows:
 INFANTS 6 wks - 18 mon 12
 TODDLERS 18 mon - 30 mon 14
 TODDLERS 2 ½ yrs - 3 yrs 16
 PRESCHOOL 3 yrs 24
 PRESCHOOL 4 yrs - 5 yrs 28
 SCHOOLAGE 6 yrs - 12 yrs 36

**Daily Schedules**The children’s daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

6:30-7:30 Arrival and free play
7:30-8:00 Hand washing and breakfast
8:00-9:00 Bathroom and transition activities

9:00-9:45 Circle Time
9:45-10:00 Transition activities
10:00-11:00 Gross motor/outdoor play
11:00-11:15 Bathroom and transition activities
11:10-11:45 Lunch
11:45-12:00 Bathroom, transition activities
12:00-2:30 Nap/Resting on cots
2:30-3:00 Bathroom and afternoon snack
3:30-4:30 Gross motor/outdoor play
4:30-5:30 Free play until departure

The toddlers will be taken to the bathroom at least every 1 ½ hours.

The infant room schedule leaves room for individual feeding and sleeping schedules throughout the day. Diapers will be checked at least every 2 hours.

**Transitions**

**Helping Children Transition into The Center**

Every child is assigned to a full-time teacher at the center.  This primary teacher has the responsibility of helping new children become familiar with the routines of the center.  The teacher will learn your child's unique ways of communicating, and will narrate the day for him or her until he or she is completely comfortable.

Children respond in a variety of ways to new settings.  Some settle in quickly, as if they have always been at the center.  Others may have a more difficult time adjusting.  Children experience a variety of feelings (sadness, anger, and delight) as they learn to trust new teachers and know that parents do come back at the end of the day.  Please be assured that your child will be supported during this transition time.

Parents can help their children by:

* Talking positively about the center, teachers and children.
* Acknowledging and validating all feelings (I know that you are angry, sad, excited, etc.)
* Communicating a matter-of-fact confidence in the center.
* Assuring your child that you love them, that you will miss them and that you will be back.
* Saying good-bye when you're ready to leave and then leaving.  (It's confusing to children when parents say good-bye and then stay around for a while.)
* Letting your child know when you are leaving the center.  It is critical to your relationship that your child trusts that you will not sneak out to avoid upsetting him or her.  It is much better for a child to experience momentary sadness than to have to deal with the possibility that a parent may disappear at any moment.

**Helping Parents Transition into The Center**

This is usually the more difficult of the transitions!  Parents may have mixed feelings about leaving their young children in group care.  These are normal reactions to trusting your child with people who are initially strangers.  You may experience new feelings as children form attachments with teachers.  These attachments are essential for a child's emotional development and school success.  In order to help yourself feel comfortable, you are welcome to spend time in the center.  The directors or teachers can always make time to answer your questions or hear your concerns about your child.

**Transitions Within the Center**

We have written a transition document that discusses what will happen during the transition of a child from one classroom to the next. The current teacher indicates the achievement of several skills and also when the transition will begin. This information is discussed with the parent, child and next teacher. A time frame will allow the child to get used to the new setting. Transitions are crucial to the emotional success of all involved.

Staff transitions happen for a variety of reasons. We will try to make every effort to give as much advance notice as possible. We may explain why the employee is leaving and emphasize that our commitment is to our families during this time. Of course, any questions should be addressed to either the director or owner. Some families may become very close with employees, we encourage a strong relationship, and we ask that everyone keep an open mind during the transition for the benefit of everyone involved.

**Transitions Out of The Center**

Transitioning out of the center can be a frightening time for children, especially if it is to an unknown place. We may read books about it and will give parents information about helping make it smooth. Children may be staying at home by themselves for the first time or going to another center due to a move. Talking, comforting and supporting are the best provisions we will and can offer.

**Tuition, Fees, & Payment Policies**TUITION: The tuition fee is a weekly rate and is due on Monday of that current week of childcare. If payment is not received by 11:00 am Wednesday of that current week of childcare the account will be considered delinquent; please see “Delinquent Accounts” below. **Tuition is due regardless of attendance; this is to maintain your child’s space in the center.** The only exception to this policy is if your child is out of school for an extended illness (per a doctor’s note). An extended illness is considered to be an illness that keeps the child out of the center for more than 5 consecutive weekdays. Our Summer Camp program for School Agers is a contract agreement for the entire duration of the summer; tuition will be due every week regardless of attendance/early withdrawal.

\*In addition to weekly tuition, an annual supply fee of $30 per child will be due on May 1st every year. This supply fee ensures that we keep one of the lowest rates for a 4-star rated center in the county! This supply fee is not covered by ODJFS for parents who receive assistance from the county for child care.

PAYMENTS: All checks are to be made payable to Planet Earth Preschool. Cash/check payments can be given to a staff member. Credit card payments are also accepted. Forms are in the lobby. Our Federal Tax ID number is available upon request.

**VACATIONS:** **The center must be notified of vacation days at least 2 weeks in advance and you have completed a “request for vacation” form**. You will be billed for regular tuition if a vacation request form is not received. Each child is granted vacation days after 90 days of consecutive attendance. Each child will be granted 10 days of vacation time per year. If the child is on vacation for more than the regular attendance days, the normal tuition rate will be charged after the granted vacation period. Vacation days must be used at a weekly schedule as we do not offer daily rates.

HOLIDAYS: Full tuition is due for any periods including Holidays. Our staff members receive these days as paid. Vacation time may be used if given a 2 week notice and you have completed the form, otherwise full tuition will be due regardless of attendance. Attendance is taken in advance.

**REGISTRATION FEE:** A non-refundable registration fee is required. The fee is $50.00 for one child or $70.00 for a family. A child is not considered enrolled in the center until this has been paid. In the event of withdrawal of your child, the registration fee must be paid again upon re-enrollment. County assistance does not cover this fee, so the parent/guardian is responsible for this before the child(ren) can begin attendance.

**ENROLLMENT DEPOSIT:** A deposit in the amount of 1 week of full-time tuition is due by the first day of attendance into the facility. Upon giving 2 weeks’ notice to withdraw, the deposit will be applied to the final week of attendance. This deposit is nonrefundable in the event that 2 weeks’ notice isn’t given.

**DELINQUENT ACCOUNTS/RETURNED CHECKS:**  A fee of $25.00 will be charged for accounts that are not paid by 11:00 am Wednesday of that current week of child care. If tuition is not paid in full by Friday of that current week, your child will not be permitted to return on Monday. If there is a waiting list for your child’s classroom, their spot may be given to the next in line and your balance will still be due with the possibility of incurring court-enforced interest. A fee of $25.00 will be charged for any returned checks due to insufficient funds. The parent may be required to pay in cash until all account balances are settled.

**LATE PICK-UP CHARGE:**  If a parent realizes that circumstances beyond their control are going to delay a pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of $1.00 per minute, per child, will be charged after 5:30pm. Please remember that our staff is anxious to get home to their families on time. We also ask that you notify the center via the Procare app or phone if your child will not be attending on a normally scheduled day.

**CALL OFF CHARGE:**  If your child will not be attending on a scheduled day, a phone call or message through Procare is required by your normal drop off time (this includes school-agers before and or after school). **If this is not received, a $5.00 charge will be billed per child, per day.** This policy also stands for non school days. Furthermore, we appreciate a call/text if your child will be arriving later than scheduled for the day so that we can accurately and efficiently prepare for snacks for the day.

**OVER ATTENDANCE HOURS CHARGE:**  Children are permitted to attend for up to 9 1/2 hours per day. An additional $5.00 per half hour, per child will be billed for anything over 9 1/2 hours.

**HOLIDAY/NO SCHOOL ATTENDANCE:** On Holidays, our numbers are low so we take attendance in advance to know how many staff we will need; same for days that there is no school for our school agers. If your child is signed up to attend and does not, or is signed up not to attend and shows up, there will be a $15.00 charge per child, per day that the given schedule is not followed. Calling off the day of will not avoid this fee as the teachers needed will already be here.

**COUNTY ASSISTANCE:** If you receive County assistance, your child's attendance TAPs must be done at drop off and pick up every day. If you miss a TAP and administration has completed a back TAP for you, you have 24 hours to completely approve them to avoid a $5/child/day charge until approval has been submitted. If you must complete a back TAP, the same 24-hour policy applies. If your current authorization expires before you have resubmitted your application and have a new approval, your child may attend for 2 weeks without an authorization. After 2 weeks of care, you will be responsible for paying the full tuition until we receive approval/denial. If you receive assistance, your child must clock a minimum of 25 hours per week, or it could result in you paying a significant portion of tuition out of pocket.

**WITHDRAWAL:** Parents wishing to withdraw their child(ren) may do so at any time. **A two-week written notice is required**. In the event of immediate withdrawal of your child(ren), you will still be required to pay the tuition fee for those two weeks. A consent form is available for the parent to sign which gives Planet Earth permission to transfer the contents of the child’s file to a new location of care or to be given to the family.

**INCLEMENT WEATHER:**  In rare events, the center may have to close due to inclement weather or a utility failure. We will make every effort to open our doors at normal time. In the event that our efforts are not successful, there will be THREE notifications: A post on our Facebook page, a listing on FOX 8 news, and a text alerton the Procare App. We will make every effort that we can to notify you as soon as possible. In the instance of a power outage, we give ONE HOUR of wait time. A power outage cannot be predicted as inclement weather may be, so unfortunately in these instances we can’t always give much notice. A notice will be sent out immediately from the time we are aware of our power outage, and then again after one hour to determine availability. We appreciate your understanding in these uncontrollable circumstances. We will always make every effort possible to keep our doors open for our families. In these circumstances, regular tuition is still due.

**Supervision Policy**A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff members are alert to the safety needs of their children, anticipate possible hazards, and take necessary and appropriate precautionary and preventative measures.

**ARRIVAL/DEPARTURE:**  Parents are required to bring their children into the center and sign them in on the tablet. Any special messages, medications, special pick-up notes, etc. are to be given to the teacher. Children may NOT be dropped off at the entrance of the center or sent in alone. **Staff must be made aware of each child’s presence before the parent departs.** At the time of pick-up, parents are asked to make contact with their child’s supervising staff member to ensure that staff is aware the child has been picked up. Parents are responsible for the supervision of their child before and after sign-in. No child is permitted to be passed over the playground fence for pick up or drop off; they must be physically walked into the gated area. Children are not permitted to open doors or gates. We also ask that you do not allow your child(ren) to use the pin pad on the door to gain access or to use the tablet to sign in/out. Furthermore, we advise that you do not allow your child to run in the parking lot and or down the ramp by themselves.

**INFANT, TODDLER, & PRESCHOOL:** At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room that is not in use, but within the sight and hearing of a staff member or, if available, out of the classroom and under the direct supervision of administration.

**SCHOOL-AGE:** School-age children may run errands inside the building or use the restroom alone or in groups of no more than 6 children without adult supervision as long as the following conditions are met:
-children are within hearing distance of a teacher
-the teacher checks on the children regularly until they return
-the restroom is for the exclusive use of the center
One group of no more than 6 children, fourth grade or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see and hear the children at all times and checks on the children regularly.

**Children Arriving from Another Program**At times, it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they left from on their way to our center. We will then consult with the parent to determine further action. For this reason, it is very important that *parents contact the center when their child is not going to be attending.*

**School Delays/Cancellations**Our program will operate on a full day program for school agers when school is closed for vacations, delays, or cancellations, weather permitting.

**Release of a Child**Staff will release children only to persons listed on the pick-up form completed by the parent. If an emergency arises, the parents must provide written consent giving permission to the person able to pick up their child. Staff is required to check ID’s of anyone they do not recognize. Please inform anyone picking up your child ahead of time so they bring a photo ID and to avoid offending them. The childrens’ safety is our number one priority.
Staff is instructed to not release a child to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

**Extra Clothes**
Please make sure your child has at LEAST 1 (ideally 2) **full sets** of extra clothing in their cubbie (this includes socks and underwear). Extra clothing is not available, so if your child needs a change and doesn’t have clothes, we will call you to bring some or pick up your child. \*\*Open back flip flops are not permitted on the playground. So your child can participate in playground time/running activities, please be sure they have a pair of closed-back shoes here. Furthermore, bare feet are not permitted inside the classroom-please be sure your child has socks here if they wear sandals to school.

**Custody Agreements**If there are custody issues involved with your child, you must provide court documents indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

**Reporting Child Abuse**All staff members are mandated reports of child abuse. If staff has any suspicions that a child is being abused or neglected, they MUST make a report to the local children’s services agency. The safety of the children is always our first concern.

**Accidents/Emergencies**The center has devised several procedures to follow in the event that an emergency would occur while a child is in the centers’ care. In the event of a tornado or fire, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate due to fire or weather conditions, or the loss of power, heat, or water at the center, our emergency destination will depend on the type of emergency. A sign will be posted on the front of the building indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come pick up their child(ren). If a parent cannot be reached, we will contact the emergency contacts as listed on your child’s enrollment information.

There is always one staff member present who has received training in First Aid, Communicable Disease, Child Abuse, and CPR. In the case of a minor accident/injury, staff would administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding the appropriate course of action. If any injury is life threatening, the EMS will be contacted first, then the parents will be notified and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will be permitted to transport children.
An incident/injury report will be completed and given to the parent picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which required first aid, the child received a bump or blow to the head, the child has to be transported by Emergency Squad, or an usual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.
Planet Earth will refuse enrollment if permission for emergency transportation is not granted from a parent/guardian in the event of an emergency. This is for the safety of our staff and children.

**Field Trips/Transportation of Children**The center will NOT transport children in any emergency situation. If a child requires transportation, the parent or the Emergency Squad will be contacted.
**FIELD TRIPS:** During summer camp, the school agers will be taking several field trips, which will be done with a trained staff member present at all times. Before departing the center, a count will be taken of all the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have arrived safely. This process will be repeated upon leaving the destination and returning back to the center. During the course of the field trip, each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian.

**Swimming**Swimming activities outside of the center will only be provided for school age children periodically throughout the summer. A life guard will be present at the location and staff must be in the water with the children supervising. Parents will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are swimming and will specify if additional adults will be in attendance.
Younger children will be provided with water play opportunities at the center. These would include sprinklers and small wading pools (less than 24 inches deep). Parents will be asked to sign a written permission slip prior to children engaging in this type of water play. Please remember to send bathing suits, towels, and water appropriate shoes.

**Management of Illnesses**Planet Earth provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child’s first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child to the center. They will be sent home. Please plan ahead and have a back up care plan in place if you are not available take time off from work or school.

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

* Temperature of 100 degrees F – in combination with any other signs
* Diarrhea (more than 2 abnormally loose stools within 1 hour, 3 in 24 hours)
* Severe coughing (causing redness in the face or making a whooping sound)
* Difficult or rapid breathing
* Yellowish skin or eyes
* Redness of the eyelid, thick and purulent (puss) discharge, matted eyelashes, burning, itching, or eye pain
* Untreated skin patches, unusual spots or rashes
* Unusually dark urine or gray/white stool
* Stiff neck with elevated temperature
* Evidence of untreated lice, scabies, or other parasitic infection
* Vomiting more than once or when accompanied by any other signs
* Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.
Parents will be notified by a sign on the door if children have been exposed to a communicable illness. **Children will be readmitted to the center after at least 24 hours of being free of a fever and other symptoms**. If they are not symptom free a doctor’s note will be required stating that the child is not contagious and may return to the center. Out of courtesy for our staff caring for your children and the other children under our care, we simply ask that you do not bring your child if they are not feeling well.

**Medications**The center will administer medications to a child only after the parent completes a Request for Medication Form. All proper sections must be completed and the medication handed to the teacher each day. Medications may NOT be left in diaper bags, book bags, or lunch boxes. Medications will only be stored in a medicine box, on a high shelf in each room. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School agers will only be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on them at all times; it may not be stored in a cubby, book bag, or lunch box. Any time the child is unable to maintain control of the inhaler, it must be handed directly to the staff member responsible for the child.
Any prescription medication must be in their original container and administered in accordance with the instructions on the label. Over the counter medications must also be administered in accordance with the instructions on the label. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication Form. Over the counter medications will not be administered for more than three days without instructions from a physician. Please be sure to check expiration dates-we are not permitted to administer expired medications.

**Food Supplements/Modified Diets**If your child requires a food supplement of a modified diet, you must secure written information from your physician regarding this.

**Clean Air**Planet Earth feels strongly about the air your child breaths. Smoking is strictly prohibited in any indoor or outdoor space that is part of the center. The children should not inhale any smoke while at the center, nor should they observe anyone that is smoking. This policy includes the parking lot. Parents are required to finish smoking before they pull into the parking lot. Along with clean air, we don’t want your children walking outside where people have thrown out their cigarettes. We work diligently to teach your children about caring for our environment!

**Outdoor Play**Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperatures (wind chill and heat index factored in) drop below 25 degrees F or rise above 90 degrees F. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with proper clothing so they are comfortable and safe when we are outside. This includes snow pants, hats, mittens, and boots in the winter time and shorts and tennis shoes in the summertime. \*Shoes without a back may not be worn on the playground for physical play-so your child may participate, please make sure they have a pair of closed back shoes for the playground.

**Parent Participation/Communication**Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend field trips, class parties, special luncheons, or simply stop in to join in the daily fun. Parent shares are encouraged anytime throughout the year where we invite parents in to share a hobby, special trip, profession, or just a simple story!
Teachers are available to discuss child progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.
Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you are trusting us with your children and we want our relationship to be a good one.
We always encourage feedback from our families, good or bad. Administration is always happy to meet regarding a concern you may have with our facility. Appointments can be made, or phone calls can be arranged at the parent’s convenience.
We value our relationships with our parents as we are a team in the process of furthering your child’s development. Communication is key to these successful relationships. We use the Procare app for daily notes and communication. Please make sure we have the appropriate email or phone number on file so that you may receive the invite to access it. Flyers are sent home with parents frequently to communicate details on special events such as parties, special speakers, etc. To ensure that parents are receiving and remembering information, more important messages relating to the center as a whole will be posted on the front door. Pick-up and drop-off is a great time for staff to talk with parents to share any valuable information. In the event that the teacher needs to communicate with the parent and an opportunity in the morning or afternoon is not available, a message will be sent through the Procare app. Upon severity, phone calls may be made by the teacher/director to communicate with the parent.

**Infant Information**Each infant will have their own labeled crib with a storage bin for their supplies underneath it. The Ohio Department of Job and Family Services doesn’t allow anything to be in the crib except a small blanket (infants younger than 12 months are not permitted to use a blanket but swaddles are permitted). No stuffed animals are permitted, no bibs are to be worn, and no pacifier strings may be attached while the infant is in the crib. Furthermore, infants may not sleep with a hood, so please make sure your childs hooded shirt can be removed for naps. Diaper changes will take place every 2 hours unless visibly soiled sooner. Parents may request a change in frequency.
One of the forms to be filled out is your infant’s accustomed schedule. It is our policy to transition your infant to our schedule to prepare them to advance in our program. We will do this with patience and understanding while meeting the needs of the infant.
**FOOD/FORMULA:** Parents are to supply food for their infant other than breakfast. We provide cereal with milk, fruit and juice. All food (snacks, lunch-anything your child will consume, is to be labeled with your child’s name and date of receipt (bottles containing breast milk must be labeled with the date expressed and the date of receipt-example: E 8/18 R 8/20. Date of receipt cannot exceed 5 days of the date expressed. The bottles will be warmed up in a bottle warmer, unless otherwise specified. A one-day supply of ready to serve infant formula must be kept in their storage bin in the event that the formula for the day is forgotten or in the event that a child will need more than what was brought for the day (if breastfeeding, please bring a labeled pack to keep in the freezer). Once a formula bottle is warmed up, it must be discarded after 1 hour if not consumed. Once a breast milk bottle is warmed up, it must be discarded after 2 hours if not consumed.
We reserve an onsite location for mothers to comfortably breastfeed in our infant classroom with closed curtains, and a comfortable rocking chair.

**ITEMS NEEDED:** Food/formula (LABELED), diapers, wipes, extra clothes, a small blanket for naps, and any other items necessary.

**Toddler Information**Each toddler will have their own labeled cot for nap time. Cots are sanitized every Friday. Each toddler will also have a hook and a shelf to keep their belongings on. We ask that toddlers do not come into the center with pacifiers or bottles. This makes it difficult for our staff to prepare for transition to the preschool room. Lunches should be sent in a lunch box with an ice pack. We do have a microwave to warm up food. However, we do ask that it is fully cooked.

**ITEMS NEEDED:** Lunch, diapers (pull-ups, if potty training), wipes, extra clothes, a blanket, and proper outside clothing.

**Preschool Information**Each preschooler will have their own labeled cot for nap time. Cots are sanitized every Friday. Each preschooler will also have a cubby to keep their belongings in. Lunches should be sent in a lunch box with an ice pack. We do have a microwave to warm up food. However, we do ask that it is fully cooked. Ideally, all preschoolers should be potty trained before transitioning to the preschool room. If they are not, we ask that you agree to work with us at home to reach this goal as soon as possible and that all children in the preschool classroom come with pull-ups every day.

**ITEMS NEEDED:** Lunch, extra clothes, a blanket, and proper outside clothing.

Planet Earth Preschool reserves the right to disenroll a child based on center policies.

*DISCLAIMER: Most policies are outlined in this document. Other minor policies are available upon request.*

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**PARENT/GUARDIAN ACKNOWLEDGMENT FORM**

 I have received and read the **Planet Earth Preschool & Daycare** Parent Handbook. I agree to follow all the policies as stated. I further understand and agree that my child(ren)’s care with **Planet Earth Preschool & Daycare** is at will and may be terminated by the Director of **Planet Earth Preschool & Daycare** at any time for any reason or without reason. I also understand that any or all of the provisions contained in the Parent Handbook may be modified, amended, or eliminated by **Planet Earth Preschool & Daycare** at any time with or without notice.

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Parent’s/Guardian’s Signature Date

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Parent’s Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child(ren)’s Name