



PLANTING SEEDS OF HOPE  
CHILDREN'S CENTER

# Parent Handbook

A Ministry of the First Baptist Church of Massillon

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Dear Parent,

Welcome to Planting Seeds of Hope Children's Center. We are delighted that you have enrolled your child into our center. We believe every child is a true gift from God and are pleased that you are sharing your special gift, your child, with us.

Please read through this handbook and keep it for future reference. After reading the handbook please sign the last page and return it to the children's center with your completed enrollment papers. Please contact me if you have any questions.

Sincerely,

**Loreen Smith**

Administrator, Planting Seed of Hope Children's Center

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## OUR MISSION

Our mission is to love and accept all children and their families and disciple them in the way of Jesus Christ by engaging them in a creative ministry that provides a safe and enriching place of care and learning.

## OUR PHILOSOPHY

Planting Seeds of Hope Children's Center was established to provide quality Christian care for children six weeks through twelve years of age. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them.

## OUR HISTORY

First Baptist Church of Massillon's history with childcare and preschool has its origin back in the 1960's. Edna Blickenderfer, a church member, became aware of a fellow church member who was providing child care in her home. "I think this is where the seed was planted for me to follow in this field," Edna said. In 1968, changes occurred in Edna's life and she felt lead to pursue the idea of caring for children at the church. Edna then moved forward and talked with the Pastor about her idea and with the help of a fellow member of the Board of Trustees; The Hilltop Day Nursery was created.

The Hilltop Day Nursery was first accommodated in a large home next to the church that was owned by First Baptist. Edna put a small ad in the daily paper and put up a sign. There was only one response from the advertisement. It was a working mother who had an epileptic girl and could not find anyone to care for her. She was the first child at The Hilltop Day Nursery. After being in the church owned house for a short time they then moved into the Carriage House, behind the church. By this time the Nursery was beginning to grow and more help was needed. The new educational wing of the church was built in 1969. The Hilltop Day Nursery moved in with delight.

Then in 1974, Edna turned the center over to her daughter, Vicki Bourquin, to handle the financial aspects of the business. After working at the Nursery for a year, Vicki felt it was time to develop plans for future growth. It was then Vicki became the administrator of The Hilltop Day Nursery. Vicki's goal was to continue the program her mother had set up in 1968. The program offered free daycare to families in need of financial assistance, daycare for special needs children, breakfast and lunch, and child evangelism twice a week. The staff was totally committed to the well being of all children. By 1979, The Hilltop Day Nursery was the center every parent wanted their children enrolled. It had a reputation for quality care and dedicated staff. The nursery was planting seeds of hope for over 100 children and their family's everyday.

Sadly, in April 1981, The Hilltop Day Nursery closed its doors. Then in July of 1997, a new Senior Minister, Dr. Roger Alber, was hired. He began praying and talking about the possibility of creating a new church daycare/preschool. Representatives from the Raymond Louis Bourquin III Memorial Fund also had interest in opening a new daycare/preschool at the church. Therefore, First Baptist of Massillon and Raymond Louis Bourquin III Memorial Fund united in their dream and Planting Seed of Hope Children's Center was created, opening its doors in September of 2003.

## LICENSURE

This center is licensed by the Ohio Department of Job and Family Services which permits the center to operate legally. The license is posted in the Children's Center Office and a copy at the sign-in station. The center is licensed to serve children six weeks of age to school-age. The laws and rules governing child care centers are available at the center for review upon request of the administrator. The Department of Job and Family Services has a toll-free number listed on the license which any person may use to report a suspect violation by the center of Chapter 5104 of the Revised Code or Chapter 5101:2-12 of the Administrative Code.

The center's licensing record, including compliance reports and evaluations from health, building and fire departments, is available upon request from the Ohio Department of Job and Family Services. The licensing inspection reports and substantiated complaint investigations reports can be requested to be seen by contacting the center's office.



Any custodial parent, custodian or guardian of a child enrolled in our center shall be permitted unlimited access to the center during its hours of operation for the purpose of contacting their child, evaluating the care provided by the center or evaluating the premises. At the end of the handbook is an attachment regarding licensing and other valuable information. For more information about child care licensing requirements, as well as, how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm> .

**HOURS**

Planting Seeds of Hope Children’s Center is open from 6:45am to 5:30pm, Monday through Friday, year round except for certain holidays. Please see the list below for closing dates. The Center will be closed the week of the Christmas. Families will not get billed for that week and will not have to use their vacation credit for that week. If the holiday falls on a weekend the closest weekday will be used in observance of the holiday. Full tuition is due for the weeks in which these fall, as staff members are given them as paid holidays. Delay opening due to snowy weather or school closing, can be found on Channel 5 News or the Center’s Facebook page before 6:45am.

**CALENDAR OF CLOSINGS (PLEASE NOTE DAYS OF CLOSING ON THE YEARLY CALENDAR)**

New Year’s Day                      Labor Day  
Good Friday                         Thanksgiving & the Day After  
Memorial Day                        Week of Christmas  
July 4<sup>th</sup>

**ENTRANCE REQUIREMENTS**

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. All children enrolled in our center must have current information on file in the children’s center office including: Child Enrollment Form, Medical Statement, Pick Up Authorization Form, Parent Handbook Form, and Family Partnership Form. No child can be admitted into the center without the above forms filled out and returned to the Planting Seeds of Hope Children’s Center office. All children attending the center must have on file a physical examination form completed within the first 30 days of attendance. All children enrolled must be current with their immunizations or their medical statement must state why. This medical form must be done annually thereafter. Any change to this information must be communicated to the office immediately so that current information is always on file. Once a child is enrolled the office will schedule a pre-admission visit and talk about how the child will start such as start date, phase in options etc. and ask the parent input and needs to better serve the family.

**OPEN ENROLLMENT**

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, Stat. 32, 42 U.S.C. 12101.

**CHILD/TEACHER RATIOS**

By law, the state sets the number of staff required for groups of children according to the children’s age level. Because we desire to provide a higher level of quality care, we will strive to maintain a lower child to teacher ratio. Below is a list of state ratio requirements, as well as, our ratios for every age group. Child/staff ratios are posted by the sign in/out station for review.

<b>Class</b>	<b>State Ratio</b>	<b>Our Center</b>	<b>Maximum Group Size</b>
Infants (6weeks-12mos.)	1:5	1:5	2:8
Infants (12mos-18mos.)	1:6	1:6	2:10
Toddlers (18mos-3years)	1:7	1:7	2:14
Preschool (3years-4years)	1:12	1:12	2:24
Pre-K (4years-5years)	1:14	1:12	2:24
School-age (5years)	1:18	1:16	1:16

**STAFFING**

All staff members are trained or are scheduled to be trained in infant/child/adult CPR, Communicable Diseases, Detection of Abuse and Neglect, and First Aid. All staff are highly regarded and regularly attend in-services and training to give your child the best care and education.



**PAYMENT POLICY AND RATES**

Tuition is due on the Monday one week in advance of services. We accept cash, money orders, and personal checks made payable to FBC Children’s Center. We reserve the right to deny a service if no payment is received in advance of attendance.

Classrooms	Daycare Weekly Rates		Half Day Weekly Rates		
	Full-Time (4/5 days)	Part-Time (3 days or less)	4 Days 9-12 (M-R)	2 Days 9-12 (M/W or T/R)	4 Days Extended Care 9-2:30 (M-R)
Infant 1 and 2	\$170	\$145			
Toddler	\$160	\$135			
Preschool	\$145	\$120		\$30	
Pre-K	\$145	\$120	\$45		\$65
School-age	\$125	\$100			

- A non-refundable registration fee of \$30 is due at the time of registration. The registration is per family. A complete week’s tuition is also due at the time of registration. This will be used as a prepayment for your child’s first week’s tuition and will be forfeited if your child does not attend, 50% will be refunded if a sixty day notice is given.
- All parents will be given a receipt when tuition is paid. Please keep this receipt for your records and for income tax purposes. Our tax ID number is available upon request.
- In the event of illness, full payment is due except for an extended illness. Please remember to call off your child by nine in the morning, if this policy is not followed repeatedly, a \$5 fee will be added onto the weekly account. An extended illness is considered to be an illness that keeps the child out of the center for more than five consecutive weekdays. Half payment is required for extended illness to maintain the child’s spot.
- On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, you will be notified on Channel 5 news and/or Facebook by 6:45am. On these occasions, regular payment is expected.
- Every child is entitled to a one week vacation absence per year. A written two week notice must be given to the director, in order to receive the vacation credit.
- If payment is not received at the end of the working day on Monday (or your child’s first scheduled day) there will be a \$5 late fee for any late payments.
- Our hours are from 6:45am to 5:30pm. The fee you pay allows your children to attend any time during these hours. Any children, who are here after 5:30pm, will be billed \$5 for every ten minutes late. This fee will be added onto the weekly account.
- A service charge of \$30 will be charged for each insufficient fund. Payments after the NSF may only be in forms of cash, bank check or money order.
- A weekly discount will be given to families who attend First Baptist Church of Massillon regularly. The discount will be credited to the oldest child’s account. The discount is \$5 a week per family.

**TERMINATION**

- Voluntary termination of enrollment by Parent or Guardian:
  - Please provide two week notice of termination in writing. This is so we can transition your child out of the center appropriately. We will request the parent/guardian to fill out a out of the Center transition form to better service you and your child during this process.
- Termination of enrollment for nonpayment
  - Failure to pay tuition on two consecutive occasions will result in either the suspension of care until the amount is paid in full or termination.
- Termination of enrollment by Planting Seeds of Hope Children’s Center



- The administrator reserves the right to terminate the enrollment of any child with a two week notice to parents. Reasons for, but no limited to include, abuse to staff, children, or property, persistent abuse of policies and disruptive or dangerous behavior.

### **PARENT PARTICIPATION**

All parents are welcome to participate in their children's activities at the center at any time. Special events are planned throughout the year to include families in our program. Parents are encouraged to give suggestions, assist with fundraisers, volunteer in the class for special events, attend field trips and class parties, as well as offer services to enhance our program. Please fill out and return the family partnership form, so we are aware of how you can participate in the center. Please note that the standard procedure to discuss issues, or if you need assistance with resolving a problem is to contact the administrator. Staff may also contact the director and set up a time to meet to discuss any issues. More information regarding staff grievance can be found in the employee handbook. If you have any questions or concerns with the center please contact the Administrator, at (330)832-8812 or by email at [fbccseedsofhope@gmail.com](mailto:fbccseedsofhope@gmail.com). The administration's availability hours are posted in the main hallway.

### **FAMILY CONTACT INFORMATION**

Contact information for parents/guardians of the children attending our center is available upon request to the center's office. This information will not include the name, phone number or email of any parent/guardian who requests that his/her name, phone number, or email not be included.

### **PRE-ADMISSION VISIT**

A visit to the center involving at least one parent and the child is required before actual enrollment begins. This will give you and your child a chance to become acquainted with the center, the Director, and the caregivers. This visit should be arranged with the Director, to be during an appropriate time during the classroom's schedule. During this visit the parent will stay with their child while interacting in the classroom routine and the teacher. This creates a good base for a great teacher family relationship, as well as, helps your child adjust to our center's surroundings and staff.

### **CURRICULUM & PROGRAMMING**

The purpose of this program will be to reach and transform people for Christ. The curriculum and programming will be age appropriate activity based learning centers to meet the children's needs for spiritual, physical, psychological, social, and cognitive growth. Creative expression will be encouraged, based on the unit themes, through art, music, writing and other activities. A balance of activities will be given to the children i.e. quiet activity, indoor and outdoor, working alone or interacting with others, rest or physical activity will be provided. Godly morals and values will be taught and modeled through a biblically based program that will include Bible stories, thoughts, and suggestions interwoven through the thematic units begin taught. The learning will be fun, active, and positive. The children will learn about God and how to converse with Him.

### **PHYSICAL ACTIVITY**

All children enrolled who are able are provided with sixty minutes of developmentally appropriate physical activity each day. Thirty minutes of physical activity is done in the morning hours and thirty minutes in the later afternoon. We will limit the amount of time outside when the temperatures are very cold or very warm. However, children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees Fahrenheit or above 90 degrees Fahrenheit or if weather does not permit such as rain, snow, ozone warnings etc. for the children's safety. This physical activity is primarily done thru outdoor play year round and is a combination of both teacher-led and free play. On days that outdoor play is not provided due to these weather conditions noted earlier, the children will participate in indoor gross motor activities in our gross motor rooms. Parents are expected to bring their child with all the necessary outdoor wear and clothing needed. Dress your child in layers, so they will be dressed appropriately for the weather. Please clearly label all clothing with the child's name. We are not responsible for any items lost or stolen.

### **MEALS & SNACKS**

A hot healthy lunch will be provided around noon. Our lunches meet all daycare licensing requirements. A morning snack is provided around 9:00am and an afternoon snack is provided around 2:45pm. The snacks served daily include food from 2 of the 5 food groups. We are dedicated to serve healthy meals aimed at pleasing our children, which are made by our own in-house cook. The Center only serves 6oz of juice per day to children two and older. The Center also only serves 1% or skim milk to children age two and older. These are per the American Academy of Pediatrics Recommendation. No juice is given in the Infant rooms. Whole milk is given once the child is twelve months of age and enrolled in the Infant Two classroom. The Center's onsite location for breastfeeding or pumping is located in the women's lounge on the



Center's main floor, next to the Infant One classroom. Please notify the administrator, cook and the child's teacher if your child has any food restrictions such as a food supplement or modified diet. If needed you will have to complete our restricted diet form and have it signed by your child's doctor. Menus are given out every month, as well as, posted on the Center's website. At the Center a current menu will be posted on our parent board in the main hallway. Due to health laws, all food eaten at Planting Seeds of Hope Children's Center must be prepared in our kitchen. **NO HOMEMADE TREATS ARE PERMITTED.** In order to comply with health and safety regulations, brought in treats must be store bought and have an ingredient label clearly on the food item.

**DAILY SCHEDULES**

Classroom schedules vary due to the need of the children and special events. All classroom schedules are posted in the rooms. \*Individual infant feeding schedules are followed throughout the day.

**INFANTS**

6:45-8:30	Exploration of materials
8:30-8:45	Diaper checks
8:45-9:30	Snack *
9:30-10:00	Small group time
10:00-10:15	Diaper checks
10:15-10:30	Story time
10:30-11:00	Lunch *
11:30-11:45	Diaper checks
11:45-1:30	Individual activities
1:30-1:45	Diaper checks
1:45-2:30	Snack *
2:30-3:00	Small group time
3:00-3:15	Story time
3:15-3:30	Diaper checks
3:30-4:00	Gross Motor Act
4:00-5:00	Individual activity
5:00-5:15	Diaper checks
5:15-5:30	Quiet activity and departures

**TODDLERS**

6:45-8:30	Welcome time
8:30-8:45	Diapers/ restroom
8:45-9:05	Snack
9:05-9:20	Circle time/ music
9:20-10:10	Play centers
10:10-10:20	Diapers/ restroom
10:20-10:30	Story time
10:30-10:50	Gym/ outside play time
10:50-11:20	Large group activity
11:20-11:30	Hand washing
11:30-12:00	Lunch
12:00-12:10	Lunch clean-up
12:10-12:20	Story time
12:20-12:30	Diapers/ restroom
12:30-2:20	Rest time
2:20-2:35	Diapers/ restroom
2:35-2:50	Snack
2:50-3:30	Small group/ free play
3:30-4:00	Gym/ outdoor play
4:00-5:00	Individual activity
5:00-5:05	Classroom meeting
5:05-5:30	Departures

**PRESCHOOL/ PRE-KINDERGARTEN**

6:45-8:45	Welcome time
8:45-9:00	Restroom/ wash hands
9:00-9:20	Snack
9:20-9:45	Circle time
9:45-10:00	Centers/ small group
10:00-10:15	Music/ movement
10:15-10:45	Gym/ outdoor play
10:45-11:00	Story time
11:00-11:45	Free play/ centers
11:45-12:00	Classroom meeting
12:00-12:15	Restroom/ wash hands
12:15-1:00	Lunch
1:00-1:15	Lunch clean-up
1:15-2:45	Nap
2:45-3:00	Restroom/ wash hands
3:00-3:20	Snack
3:20-3:30	Story time
3:30-4:15	Centers/ free play
4:15-4:45	Gym/ outdoor play
4:45-5:30	Large group activity

**SCHOOL-AGE Summer Program**

6:45-8:30	Welcome time
8:30-8:45	Restroom/ wash hands
8:45-9:00	Snack
9:00-9:15	Story time
9:15-10:00	Gym/ outdoor play
10:00-11:00	Free play/ centers
11:00-11:15	Music/ movement
11:15-12:15	Small groups
12:15-12:30	Restrooms/ wash hands
12:30-1:00	Lunch
1:00-2:00	Quiet activities
2:00-2:45	Gym/ outdoor play
2:45-3:00	Restroom/ wash hands
3:00-3:15	Snack
3:15-3:30	Large group activity
3:30-4:00	Gym/ outdoor play
4:00-5:00	Free play/ centers
5:00-5:15	Classroom meeting
5:15-5:30	Departures



## **DISCIPLINE**

It is our goal to teach each child self-control and appropriate behavior in the classroom setting. Expectations are made clear to the child through direct teacher guidance and modeling. Our approach to discipline is positive (what to do) rather than negative (what not to do). Positive reinforcement is given to the children daily. No child will ever be cruelly or harshly punished. We encourage regular communication between parents and teachers in all areas of concern, including discipline.

Three Basic Rules of the Center:

1. Be kind to everyone and everything
2. Follow directions when given
3. Strive for success

All staff will use only the following methods as we deem necessary in any given situation.

1. Redirection: We will repeat the directions to the child and promote an understanding of what is expected.
2. New Focus: We will direct the child to a different activity.
3. Options: We will give the child two or three other acceptable options.
4. Cool Down Time: We will encourage the child to take time to cool down.
5. Warning: The child will be warned of a consequence for repeating the behavior.
6. Consequence: The consequence may include loss of a privilege in which the child will not be allowed to continue playing with an item or to participate in an activity or a time out in the office. A time out consequence is the most severe punishment used at the center. Time outs will be age appropriate in length and done within the classroom. The time out will be based on the child's age, one minute per year. For instance, a four year old will be in a time out for four minutes.
7. A note or phone call home to the parent: A conference with the parent will be required to determine how to help the child.

\*Staff will not impose punishment for failure to eat, sleep or toileting accidents. The discipline policy applies to all staff and parents while at the center. Child guidance must occur at the time of the incident or as soon as it can be safely addressed. We reserve the right to refuse continued admission to child who repeatedly exhibit, unsafe and uncooperative behavior.

All school age children's parents will receive a behavior plan for the school-agers. This will be returned and signed and kept on file stating, that if the child has three behavior incidents the child will be refused admission. We strive for a safe and healthy environment for all of our students.

## **ILLNESS POLICY**

Every teacher shall observe each child daily as he or she enters. All teachers are trained in the prevention, recognition and management of communicable diseases. The following precautions shall be taken for children suspected of having a communicable disease:

1. The parent will be immediately notified of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following symptoms or signs of illness shall be immediately discharged to his or her parent and if the child is exhibiting these signs at home, please keep the child at home. If a child is exhibiting these signs at the center, the child may be isolated to the center's office away from other children. The child will be made comfortable and cared for by the director, until a parent is able to pick up their child. This will help all the children stay healthier.
  - a. Diarrhea (more than 1 in a 24 hour period)
  - b. Temperature of over 100 degrees Fahrenheit.
  - c. Severe Coughing causing the child to become red in the face or make a whooping sound.
  - d. Difficulty or Rapid Breathing
  - e. Yellowish skin or eyes
  - f. Untreated infected skin patches, unusual spots or rashes
  - g. Unusually dark urine and/or gray stool
  - h. Stiff neck with an elevated temperature
  - i. Sore throat or difficulty in swallowing
  - j. Vomiting
  - k. Redness of the eye, obvious discharge, matted eyelashes, burning or itching.
  - l. Evidence of untreated lice, scabies, or other parasitic infestation.



3. The center shall follow the Ohio Department of Health’s “Child Day Care Communicable Disease Chart” for appropriate management of suspected illness.
4. The center’s policy regarding the care of a mildly ill child is defined as follows:
  - a. A child is experiencing mild common cold symptoms but who is not exhibiting any other symptoms and is sufficiently well enough to participate in the daily program may attend, but may be asked to have a doctor’s note since the child is in group care.
5. The center’s return policy for those who have been ill is as follows:
  - a. The child must be free of symptoms of illness, a doctor return slip, and have taken 24 hours of treatment, if treatment was subscribed. Since each illness requires different treatment, contact the center’s administrator to determine what is required for your child’s return. These policies are put in place to keep the children as healthy as possible. If a child has a fever of 100 degrees Fahrenheit or higher they must be fever free for 36 hours without the assistance of medication.
6. The center’s staff illness policy is as follows:
  - a. The same policy applies to all staff as well as the children. Substitute staff are called upon to replace ill staff. The return policy for staff is the same as the children.
7. The center will notify each family by handing out a letter if their child has been exposed to a communicable disease and posting in the main hallway.

When Should I Stay Home?							
I have been exposed to COVID-19	I have a cough/runny nose	I have a fever	I am vomiting	I have diarrhea	I have a rash	I have an eye infection	I have been in the hospital/stat care
							
Self-quarantine and seek medical attention	Runny Nose / Cough	Temp of 100° or higher within the past 36hrs	Within the past 24hrs	Within the past 24hrs	Body rash	Redness, itching, and/or pus drainage from eye	Hospital stay and/or emergency/stat care visit
I am ready to go back to school when I am...							
Released by my medical provider to return	Free from runny nose/cough or have been evaluated by my doctor if needed	Fever free without the assistance of medication for 36hrs (i.e., Tylenol, Motrin, Advil)	Free from vomiting for 24hrs	Free from diarrhea for 24hrs	Free from rash and/or have been evaluated by my doctor if needed	Free from drainage and/or have been evaluated by my doctor if needed	Released by my medical provider to return

**\*\*If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24hrs and your health care provider has given permission for your child to return. We encourage you to seek medical attention when your child is sick and to follow your health care provider’s recommendations about returning. Please communicate with us of any diagnosis, so we can comply with our health requirements.\*\***

An incident report will be completed and given to the person picking up the child, on the day of the incident, if any of the following occur:

- The child has an illness, accident or injury that requires First Aid.
- The child receives a bump or blow to the head
- The child is transported by emergency squad.
- An unusual event occurs which jeopardizes the safety of a child.
- If the child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.



## MEDICATIONS

Before your child can receive medication at Planting Seeds of Hope Children's Center, you must complete an Administration of Medication form for each medication. The medication must be given to the administrator to determine if the complete directions are on the medication bottle. When the child arrives, the medication will immediately be put in the refrigerator in the medicine container or medicine box, which is located in the Infant 1 room. When needed, inhalers and epi-pens will be kept in the children's classrooms out of reach of the children. All staff will be aware of the child's need for the medicine and the location of it might the need for immediate accesses to the inhaler or epi-pen arises. Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions unless a physician provides written instructions on the Medication form. Medication, Food Supplements, or modified diets will not be administered beyond the date indicated by the physicians or for twelve months which ever first occurs. Over the counter medications will not be administered for more than three days without instructions from a physician. All oral medications will be given by the director. All medications given will be recorded and kept on file for one year. All unused medication when no longer needed will be given back to the parents.

## EMERGENCY DRILLS

All students and staff participate in monthly fire drills and occasional tornado drills and quarterly lock down drills to meet the state requirements. These drills are timed and logged so they can be evaluated by the director monthly to make improvements as needed. The fire marshal also reviews the emergency drill yearly during our annual fire inspection. Emergency exit plans are posted in every room next to the door and a systematic procedure is followed for evacuating the building.

## SAFETY

There is immediate access to a telephone at all times. The telephones are located in the center's office and in the classrooms. In the event of an accident or injury, the center will complete an incident report. The incident report will explain the injury and the circumstance. The report must be signed by the teacher, the administrator and the parent.

The children's center first aid kits are readily available in the school age, toddler room, and preschool room. Emergency plans are available in the center's office and are posted in the classrooms. The dental health, first aid, and communicable disease charts are located in the classrooms. In case of an emergency the staff is to follow the steps indicated on the charts. The children's records are located in the center's office.

The entire staff is trained in First Aid and Prevention and Recognition of Communicable Diseases. Our staff has been trained to recognize and identify signs of abuse and neglect in young children and are required by law to inform the Child Protective Services immediately of any suspicions.

Written permission is required for all field trips. A child taken on a field trip will ride in the vehicle of their parent. Each parent is responsible to have the proper child restraints in their car. A first aid box is taken along on all field trips. A staff member trained in First Aid, CPR, and Communicable Disease is always on the field trips. Each child on the field trip will wear an identification badge containing the center's name, address and telephone number. The center is responsible for taking a copy of each child's permission form signed by the parent or guardian. A file will contain the following forms: emergency transportation, authorization, and recent medical for each child. The children will be supervised at all times by a staff member. Each staff member will be accountable for a group of children at all times. An attendance count will be taken before and after the field trip as well as arriving at the destination and leaving the destination. No smoking is permitted on a field trip.

Should we need to evacuate due to fire or weather conditions, or loss of power or heat, the staff will stay with the children while they are being evacuated to another place which will be the Carriage House across the parking lot. A sign will be posted on the door of the center indicating that we have been evacuated and the location of where you can pick up your child. Parents will be contacted as soon as possible to come and pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the case of minor injury staff administers First Aid and TLC. If the injury would be more serious the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening the EMS will be contacted. Staff may not transport children in their vehicles. Parents will be notified and the child will be accompanied by the administrator to an emergency facility until parents can arrive. All parents must grant consent for transportation to secure emergency transportation for their child in the event of an illness or injury which requires emergency treatment this



is done on their child's enrollment and health information form. The children's center emergency car seat is located in the side stairway.

### **ARRIVAL & DEPARTURE OF CHILDREN**

A parent or guardian must accompany the child into and out of the building upon arrival and departure. Parents must accompany the child to their designated classroom. It is very important that parents contact the center when their child is not going to be attending by nine in the morning. No child shall ever be left unattended by anyone. Children shall be under the constant supervision of a staff member/guardian at all times. A child will be dismissed only to a parent or other authorized adult (must be 18 years or older). Permission to release a child to someone who is not on the authorized list must be done in writing prior to the pick up. The authorized pick up person will be asked to provide a photo ID and will be checked for authorization before the child is released. Please inform all other pick up people to have a photo ID on them any time they pick up a child. In cases of separation, divorce, or restraining order, we must have a copy of the court order on file at the center's office. We realize this procedure is sometimes an inconvenience; however, it is necessary for the safety and protection of the children under our care.

### **TRAFFIC PATTERNS & VEHICLE SAFETY**

When entering the parking lot, please enter slowly and carefully. Please park in the parking spaces available. You may park directly in front of the children's center entrance in the provided spaces. Please be sure to hold your child's hand while you are in the parking lot.

### **VISITORS**

All visitors must report to the children's center office before proceeding anywhere in the building.

### **CONFERENCES/ASSESSMENTS**

All parents of children enrolled in the center must attend planned conferences bi-annually with their child's teacher. Parents and teachers can request a conference at any time to discuss issues about the child. During the conference, parents will receive a conference form highlighting what will be discussed during the conference. All conferences are treated confidentially. Every child will be formally assessed upon entering the Center within thirty days of their first day. The child will also be formally assessed in September, January and April. These results will be shared with the parents in written form and also at conferences. The data collected from the formal assessment is not shared with a third party. If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's Teacher
2. Administrator
3. Daycare Advisory Board

Note: Parents are welcome to discuss any questions or concerns with the administrator at any time.

### **PROMOTIONS**

Children are promoted to the next class according to their age and their abilities. For instance a child entering the infant 2 room must be off of the bottle and eating all solid foods. A child cannot enter the preschool class until they are 3 and completely potty trained. All children being promoted will have up to two transition weeks into their new class. This allows them to meet the new students and teachers according to the child's needs and circumstances. Parents will be informed of an upcoming transition by letter asking them to meet with the Director to discuss the transition process for their child. During the transition meeting the parent and Director will fill out the transition form before the final transition occurs. Parents will have some input on their child's transition dates and times, as well as, suggestions on how to support the child during the process. The parents will be introduced to the new teacher and shown their child's new classroom before the transition occurs. At this time the parents will get a tour of the classroom, as well as, a class schedule.

### **CHILDREN'S BELONGINGS**

Every child will need to bring a full set of spare clothing. Please label each piece of clothing with your child's name. Every child on a cot will be allowed to bring in one small blanket for nap time. Due to state law, all nap items must fit in the provided tub with a closed lid. All nap items must be washed weekly at the Center. No toys from home are permitted in the center except for show and tell days to be specified by their teacher.



**NEWSLETTERS & LESSON PLANS**

Each teacher will send home a weekly newsletter outlining what your child will be learning about that week. Weekly lesson plans will be posted outside each classrooms door. If parents have any questions or comments regarding the classroom and their activities please feel free to talk with your child’s teacher or the administrator.

**SUPPLIES**

According to the classroom your child is enrolled in will determine the type of supplies your child will be asked to bring to our center. You will be given a supply list upon enrollment of your child.

**BABYSITTING POLICY**

To ensure children are treated equally and no favoritism is shown, our employees are prohibited from accepting a childcare babysitting or nanny position with any of our Center’s families. By enforcing this policy we are actively safeguarding our staff and all the children in our care.

**RECORD TRANSFER POLICY**

Families who request that their child’s records be transferred to a new setting must fill out and return the Record Transfer Form. This form is available by contacting Planting Seeds of Hope Children’s Center or by printing it off of our website. You can contact the center at 330-832-8812 or via email [fbseedsofhope@gmail.com](mailto:fbseedsofhope@gmail.com) to obtain this form. All forms must be completed and signed upon return of form. Once the form has been received, Planting Seeds of Hope Children’s Center will send the records to the address listed on the form.



# PLANTING SEEDS OF HOPE CHILDREN'S CENTER

**PLEASE SIGN & RETURN THIS PAGE WITH YOUR ENROLLMENT FORMS**

I have received a Planting Seeds of Hope Parent Handbook. I have read and understood all policies and procedures stated in the Parent Handbook. I agree to comply with all the items listed in this handbook. I understand this is for my child's protection as well as the protection of others. Infringements can result in the removal of my child from the program at Planting Seeds of Hope Children's Center.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date