



Ohio Department of Job and Family Services

Written Information for Parents and Employees as Required
per Ohio Administrative Code (OAC) 5101:2-13-07

Welcome

Thank you for choosing WonderWorld Learning Academy, LLC to provide a nurturing and appropriate learning environment for your child. We hope that you and your child will enjoy your affiliation with the center and that we will all grow richer from the experience!

The center's purpose is to provide a high-quality developmental program that meets the needs of and promotes the social, creative, cognitive, language and physical development of the children served.

Education at WonderWorld Learning Academy is designed to meet the individual needs of every student enrolled in the program. Staff apply principles of development, plan and implement developmentally appropriate activities.

Please feel welcome to visit our offices for conferences or even just to chit chat. Join us for classroom activities throughout the year. We welcome your comments and value your participation!

General Information



Provider Name/Program Name

WonderWorld Learning Academy

Phone

(610) 579-1646

Email Address

contact@wonderworldlearningacademy.com

Street Address

3349 Refugee Road, Columbus, OH 43232, United States

Philosophy

We believe that each child is an individual and progresses at his/her own rate. At WonderWorld Learning Academy your child will have opportunities for Social and Emotional Development, Physical Well-being and Motor Development, Approaches Toward Learning, Language and Literacy Development, as well as Cognition and General Knowledge. Children will learn from these domains depending on their individual interests and developmental level. At Wonderworld Learning Academy we do not push children but encourage them to participate in a variety of activities. In this way, our early childhood educators are facilitators for learning.

WonderWorld Learning Academy prepares the environment, introduces new concepts and materials, and allows ample time for your child to learn through their own exploration. We feel that the most important thing we can do as educators is to nourish your child's natural curiosity and enthusiasm by accepting him/her as an individual and allowing him/her to progress at his/her own rate.

When child(ren) leaves WonderWorld Learning Academy we want them to maintain the attitude that learning is fun and that they have the power to meet new situations with success. They do this with the confidence that comes from being loved and cared for in a safe environment. They learn to try knowing it's okay to make mistakes. They learn limits and work on developing self-control to stay within those limits.

Days and hours of operation, schedule of closings and basic daily schedule:

Days and hours of operation:

Sunday	5:00 AM	11:00 PM
Monday	5:00 AM	11:00 PM
Tuesday	5:00 AM	11:00 PM
Wednesday	5:00 AM	11:00 PM
Thursday	5:00 AM	11:00 PM
Friday	5:00 AM	11:00 PM
Saturday	5:00 AM	11:00 PM

Scheduled closings:

☒ New Year's Day	☐
☒ Memorial Day	☐
☒ July 4th	☐
☒ Labor Day	☐
☒ Thanksgiving Day	☐
☒ Christmas Day	☐
☐ Id - TBD	☐
☐ MLK Day	☐

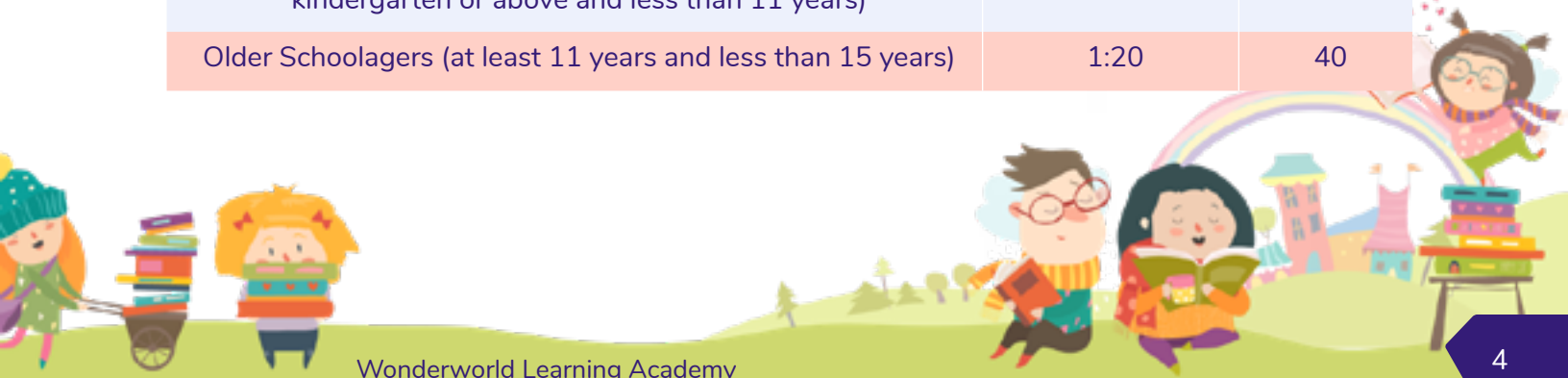


Basic daily schedule

The following is a sample daily routine. Individual schedules may vary depending on each child's enrollment hours. The center operates from 5:00 a.m. to 11:00 p.m., but children attend only during their scheduled care periods. Quiet activities and rest periods are provided for evening care as needed.

Time Activity		
5:00 a.m. – 6:30 a.m.	Arrival of children, handwashing, quiet play	
6:30 a.m. – 7:30 a.m.	Breakfast	
7:30 a.m. – 10:00 a.m.	Developmental activities and experiences	
10:00 a.m. – 10:15 a.m.	Bathroom, handwashing, snack	
10:15 a.m. – 11:30 a.m.	Outdoor play / indoor gross motor	
11:30 a.m. – 12:30 p.m.	Lunch	
12:30 p.m. – 2:45 p.m.	Nap / quiet time	
2:45 p.m. – 3:00 p.m.	Bathroom, handwashing, snack	
3:00 p.m. – 5:00 p.m.	Afternoon developmental activities	
5:00 p.m. – 6:30 p.m.	Dinner	
6:30 p.m. – 9:30 p.m.	Creative learning and free play	
9:30 p.m. – 11:00 p.m.	Restroom time/ Night time routine	

Age of Children	Child Care Staff Member / Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Younger Toddlers (at least 18 months and less than 2½ years)	1:7	14
Older Toddlers (at least 2½ and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40



Opportunities for parent involvement in activities

Parents are encouraged to provide input on policy matters and should feel free to submit suggestions to the administrative staff for the enhancement of the center's activities. When opportunities to take off-site field trips or conduct expanded on-site events should arise, please participate and/or chaperone. The center staff will keep parents and family members well informed regarding the center's activities through our bulletin board announcements, newsletters, written announcements, and telephone contact. Each child and his or her parent or guardian will be scheduled for evaluation conferences throughout the year. The following are some of the examples of activities that will provide parents and family opportunities to participate in our program:



**Classroom
Volunteers**



**Newsletters
Career Month**



**Field
Trips**



**Parent/Teacher
Meetings**



**Events/
Programs**



**Skills
Assessment**

Parent-provider meetings



Orientation



Open House



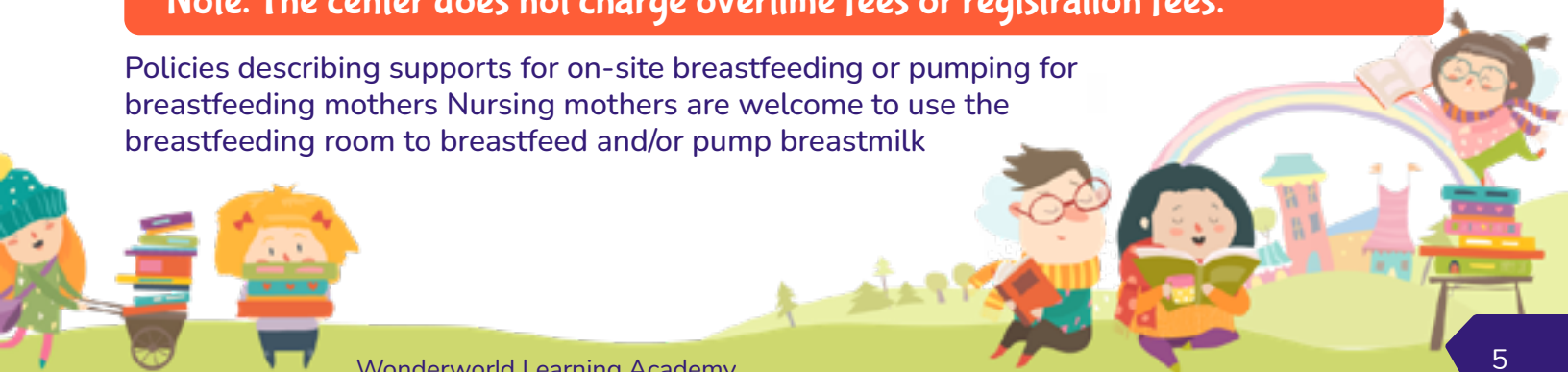
**Newsletters Career
Month – Conferences**

Payment Schedule, Overtime Charges, and Registration Fees

Age Group	Full-Time	Part-Time	Hourly
Infant	\$345.00 per week	\$240.00 per week	\$20.00
Toddler	\$300.00 per week	\$220.00 per week	\$20.00
Preschoolers	\$270.00 per week	\$190.00 per week	\$20.00
School Age	\$185.00 per week	\$130.00 per week	\$20.00
School Age Summer Program	\$250.00 per week	\$180.00 per week	\$20.00

Note: The center does not charge overtime fees or registration fees.

Policies describing supports for on-site breastfeeding or pumping for breastfeeding mothers. Nursing mothers are welcome to use the breastfeeding room to breastfeed and/or pump breastmilk.



Policies and Procedures

Enrollment information

The center will accept applications for enrollment from any child 6 weeks to 12 years of age. A child is considered to be enrolled only after the Administrator confirms the availability of space and the required paperwork is received. This includes all basic enrollments and health information, as well as any subsidized funding verification.

Care of children without immunizations

The center will not provide care to children without immunizations or upon documentation from the child's physician. Any change to any of this information must be communicated to the office 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 for children 6 weeks through kindergarten at the time of enrollment. This medical must be updated every 12 months. The center maintains a waiting list for all age categories. Openings will be filled on a first come basis.

Attendance Policies:

Arrival and departure

Children are required to arrive and depart according to the parent's assigned schedule. Please ensure your child is picked up at their approved scheduled time.

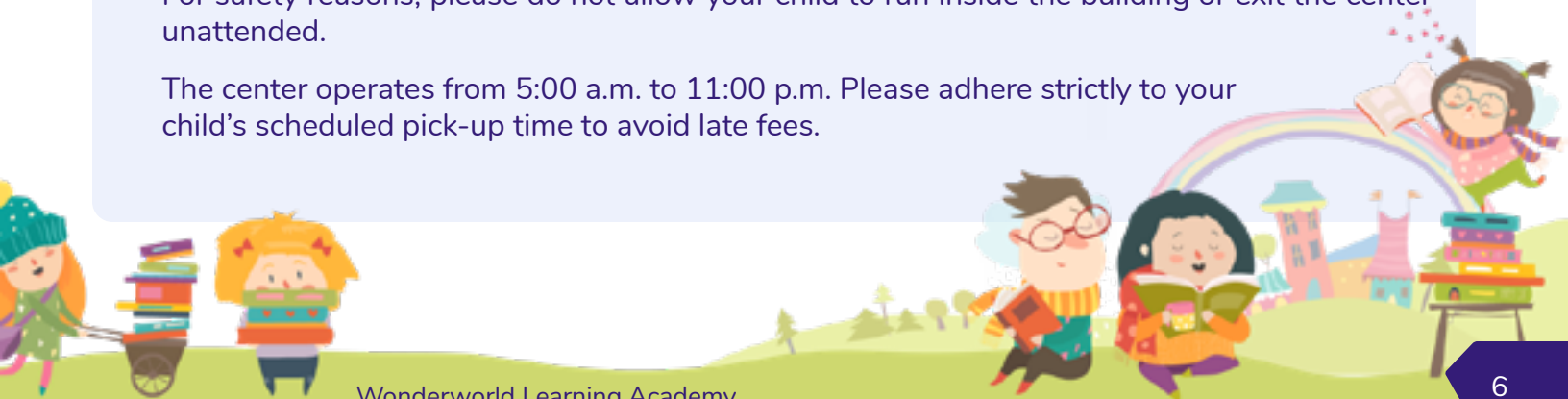
Parents are required to use the **iPad sign-in system** to sign their child in and out each day. **No child may be dropped off at the entrance or sent inside alone.**

If your child arrives with any visible marks or bruises, you will be required to complete the appropriate incident documentation before the child is allowed to stay. Please ensure that staff are aware when your child has arrived.

When picking up, follow the same procedure — confirm your child's departure with staff before leaving. Children must remain under adult supervision at all times while on the premises.

For safety reasons, please do not allow your child to run inside the building or exit the center unattended.

The center operates from 5:00 a.m. to 11:00 p.m. Please adhere strictly to your child's scheduled pick-up time to avoid late fees.



Absent day

No child will be released to anyone other than a parent, guardian, or person who has been designated (in writing) as authorized to pick up the child. This person must present picture identification to verify the authorization. Only the Administrator may be notified by phone to verify the change of pick-up person. The Administrator will call the parent back to verify the information. On arrival, the authorized individual must present valid photo identification before the child is released. We will not release a child to anyone who appears to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be called if necessary.

Releasing a child to someone other than a parent

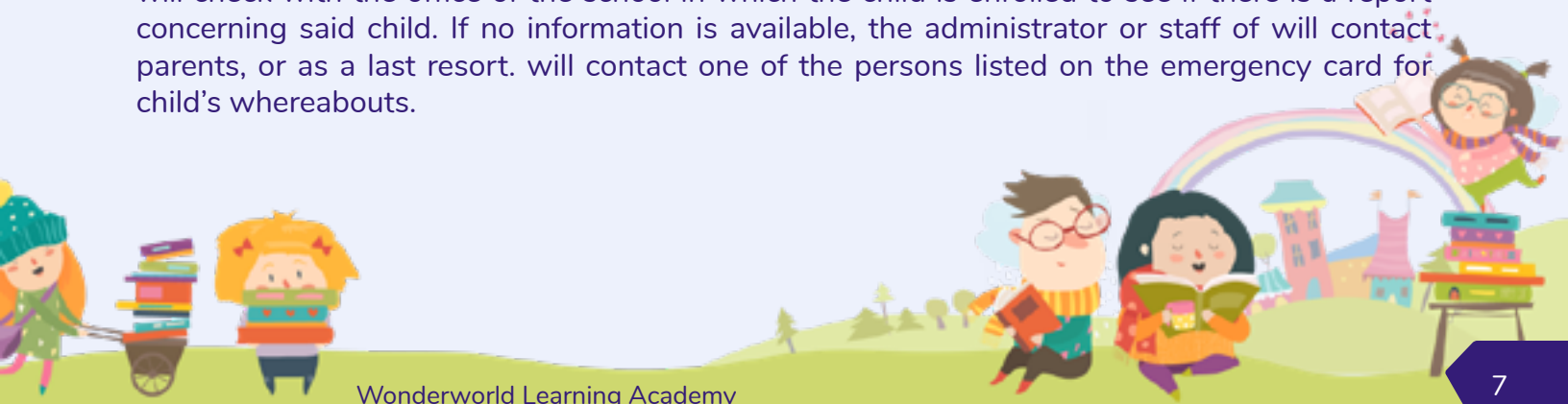
No child will be released to anyone other than a parent or guardian or person who has been designated (in writing) as authorized to pick up the child. This person must present picture identification to the Administrator or designee before the child will be released, no exceptions. In case of an emergency, the Administrator may be notified by phone as to the name, address, phone number, and brief description of the person who will be picking up the child. The Administrator or designee will then call the parent back to verify this authorization. Once this individual arrives at the center, a staff member will need to verify the individual's identity by reviewing their photograph identification before the child is released. The authorized individual must then use the card swipe to note the time of the child's release. We will not release children 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 called if necessary.

Releasing a child according to a custody agreement

The parent or guardian shall present the center with any legal documentation prohibiting another parent access to their child. This documentation must be signed and dated by a judge or magistrate, and be on file at the center, no exceptions.

A current ID will be required to be viewed at the front entrance before visitation can occur.

Follow up when a child is scheduled to arrive from another program or activity. Children arriving from another program or school who do not arrive at the center at his/her designated time, and the center has not been notified of their tardiness or absence, the administrator or designee will check with the office of the school in which the child is enrolled to see if there is a report concerning said child. If no information is available, the administrator or staff will contact parents, or as a last resort, will contact one of the persons listed on the emergency card for child's whereabouts.

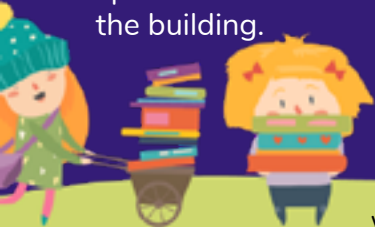


Supervision policies, including supervision policies for school age children, if applicable Staff will leave no child unsupervised. Supervision means the child care staff members have knowledge of a child's needs and accountability for his or her care at all times, including but not limited to developmental and behavioral needs and parental preferences. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately, including responding to the child's basic needs and protecting them from harm. Staff will ensure all children in care are within sight and hearing of child care staff members at all times, except as listed in paragraph (B) of this rule. Within sight and hearing means without the use of mechanical devices such as baby monitors, video cameras or walkie talkies. The use of mirrors to view children in another room does not meet the supervision requirements of this rule. Staff will not be under the influence of any substance that impairs the child care staff member's ability to supervise children and/or perform duties. Staff will always have immediate access to a working telephone on the premises which is available and capable of making outgoing calls and receiving incoming calls. Staff will only release a child to the parent or to a person who has been previously approved by the parent. Staff will not permit children to be exposed to inappropriate language or media. Staff will supervise outdoor play and remain outdoors with the children at all times. Staff will be able to summon another adult without leaving the group unsupervised. When the outdoor play space is not on the premises, child care staff members shall accompany and supervise all children in transit and at the outdoor play space.

School age children may run errands inside the building or use the restroom alone or in groups of no more than six 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 at least every five minutes until they return and the restroom is for the exclusive use of the center One group of no more than six school 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 or hear the children at all times and checks on the children at least every five minutes.

Written permission is required for school children to leave the center for specific activities and for school children to participate in activities within the building.



Child guidance policies

The center staff believes that helping the child to 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 development, capabilities and the child will be made aware of these expectations. Setting clear limits, showing positive alternatives, positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity), modeling the desired behavior, and encouraging children to control their own behavior, cooperating with others and solving their problems by talking things out, will be used. A child may be asked to sit for a short period of time to give him/her a chance to regain control if he/she is having a difficult time. Time outs will be age appropriate in length and conducted within the classroom (no more than one minute for each year of age of the child and shall not be used with infants). When the child returns to the activity, staff will review the reason for the time out and what behavior is expected. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This guidance policy applies to all staff and parents while they are at the center.

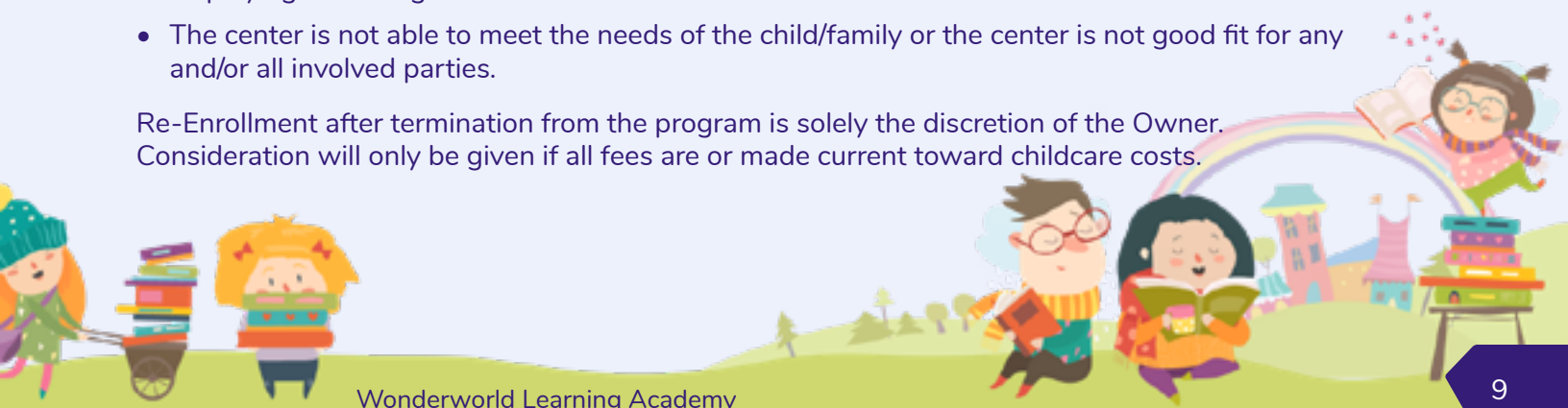
Suspension and expulsion policies

If a situation arises where a child is consistently endangering himself, peers or staff it may become necessary to suspend or expel the child. 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 Administrator 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 5180:2-12-19 OAC. Termination Policy

The center reserves the right to terminate a child's enrollment if any of the following incidences occur:

- Failure to pay tuition or other fees in a timely fashion.
- Failure to complete and submit required center/licensing documents.
- Repeated failure to pick up child (or children) by end of approved time or when child is ill.
- Refusal to participate in developing a plan with the center and/or outside agencies when child's behavior is so abusive or is so disruptive it violates the rights of other children or teachers.
- Children with aggressive or disruptive behaviors that jeopardize the safety of children, teachers or staff may be dis-enrolled.
- Failure to pay Publicly Funded Child Care (PFCC) denied services and/or PFCC co-pays.
- Creating a hostile atmosphere for staff, children and other families by spreading gossip or displaying harassing behaviors.
- The center is not able to meet the needs of the child/family or the center is not a good fit for any and/or all involved parties.

Re-Enrollment after termination from the program is solely the discretion of the Owner. Consideration will only be given if all fees are or made current toward childcare costs.



Americans with Disabilities Act policies

The center will not discriminate against persons with disabilities on the basis of disability, that is, that we provide children and parents with disabilities with an equal opportunity to participate in the childcare center's programs and services.

Specifically:

The center will not exclude children with disabilities from our program unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

The center will make reasonable modifications to our policies and practices to integrate children, parents, and guardians with disabilities into our program unless doing so would constitute a fundamental alteration. The center will provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden. The center will make our facility accessible to persons with disabilities. The center will take reasonable care in following the doctors' and parents' or guardians written instructions about administering medication and care procedures to children with disabilities. Additional staff will be available to support administering care procedures to children with disabilities if needed.

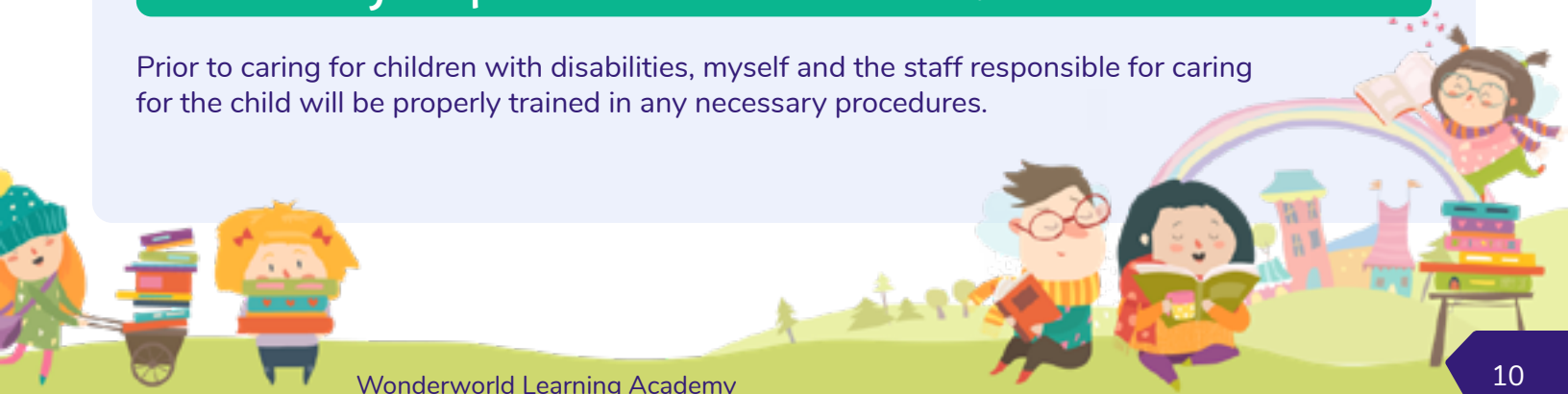
Administering medication to children with disabilities

The Administrator, Assistant Administrator, or teacher may administer prescription medication and topical ointments to a child only after the Parent or Guardian has completed DCY 01217 "Request for Administration of Medication" and "Child Medical/Physical Care Plan" DCY 01236, and the forms have been reviewed by all staff. The forms will be valid for no more than twelve months. All prescribed and non-prescribed medication can only be administered for 3 days without a doctor's permission.

All medication must be brought to the office so that it can be properly documented and stored in a locked medicine box. The child's full name, current date (within the last twelve months), an exact dosage to be given, specific number of doses to be given daily, and how it is to be administered must be on the prescription label attached to the original container. If the medication requires refrigeration, it will be stored in a sealed container and kept refrigerated at the center. The center will administer prescribed medications, and/or nonprescription topical ointments after the proper procedures have been followed; however, the center will NOT administer vitamins, fluoride supplements and/or food supplements. Topical ointments can be applied by the center for no longer than fourteen consecutive (14) days at any one period of use. Parents of school agers that have inhalers must notify the office. School agers are permitted to carry their own medication and ointments.

Administering care procedures to children with disabilities

Prior to caring for children with disabilities, myself and the staff responsible for caring for the child will be properly trained in any necessary procedures.



Outdoor play policies

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 daily.

Limitations placed on outdoor play due to weather or safety issues

We will limit the amount of time outside when the temperatures are very warm or very cold, (between 25-90 degrees with wind chill, heat index and age of children taken into consideration). On the days that outdoor play is not provided, we will include a time for indoor gross motor activities. Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots in the winter time.

Food and dietary policies

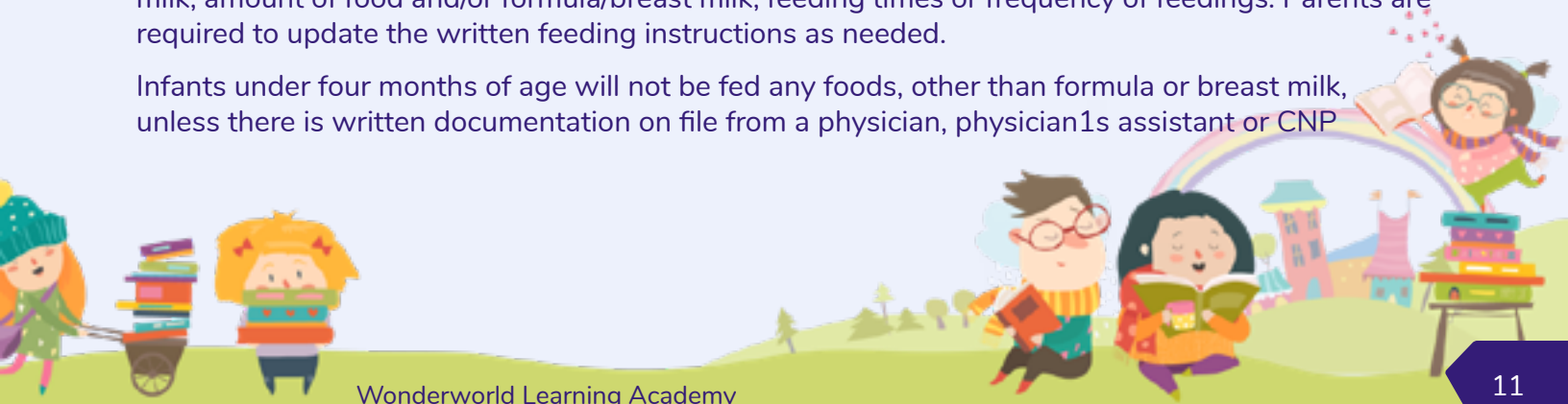
Information regarding meeting one-third of the child's recommended daily dietary allowance. Nutritious breakfast, lunch, dinner, and snacks approved by USDA standards will be provided on a daily basis to the children. Meals are prepared on-site for breakfast, lunch, dinner, and snacks, and will be served daily to those children in attendance during those meal times. Dinner and one snack will be served during the afternoon hours throughout the school year for school complete age children. The serving size may vary according to USDA standards. Each component of the breakfast, lunch, dinner, and snack that is served to the children will be comprised of one-third of a child's daily nutritional requirements. Please refer to the Meal and Snack Requirements that has been provided in this handbook.

Policies regarding formula, breast milk, meals, and snacks

Formula, breast milk, or other liquids in a bottle will not be heated in a microwave oven. They will be placed in a container of water not hotter than one hundred twenty degrees or be placed in a commercial bottle warmer. The container of water shall be kept out of reach of children and shall be emptied and cleaned each day. The bottle shall be shaken well, and the formula or breast milk temperature tested before feeding. Frozen breast milk shall be thawed under cold running water or in the refrigerator. Unused portions of formula, breast milk, or food remaining in a container from which the infant has been directly fed shall not be reheated or served again.

Infant food will be prepared and served in a manner appropriate to the developmental needs of each child. The center will introduce new foods only after consultation with the parent. The center will comply with written feeding instructions from the infant's parent, physician, physician's assistant, or certified nurse practitioner (CNP) which will include the following: Type of food and/or formula/breast milk, amount of food and/or formula/breast milk, feeding times or frequency of feedings. Parents are required to update the written feeding instructions as needed.

Infants under four months of age will not be fed any foods, other than formula or breast milk, unless there is written documentation on file from a physician, physician's assistant, or CNP.



Policies on providing supplemental food

When special diets are required for cultural or religious reasons, the center shall obtain written signed and dated instructions of the parent or guardian on the back of the "Child Enrollment and Health Information" form.

If you choose to provide your child's food, the center will provide supplemental food to give your child when all required food groups are not included in your child's meals for the day.

No child will go more than 4 hours without at least a snack or meal unless they are sleeping.

Management of illness policies

Management of illness including isolation precautions

The center will have staff members who are trained in CPR, first aid, child abuse, and how to recognize communicable disease on the premises during all hours of operation. The staff members will be formally trained to detect signs and symptoms of illness, hand washing and disinfecting procedures from certified Red Cross instruction and on-site training. A communicable Disease Chart is posted in the front foyer.

Symptoms for discharge

Any child or staff member exhibiting any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardians.

Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign/symptom of illness. Temperature shall be taken by axillary (armpit) method with a digital thermometer.

Diarrhea (three or more abnormally loose stools within a twenty-four-hour period).

Difficult or rapid breathing: Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.

Yellowish skin or eyes

Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain. Untreated infected skin patches, unusual spots or rashes

Unusually dark urine and/or gray or white stool.



Stiff neck with an elevated temperature.

Vomiting more than one time or when accompanied by any other sign or symptom of illness Sore throat or difficulty in swallowing. Evidence of untreated lice, scabies or parasitic infestations. A substitute will be called for any staff member that may develop any of these symptoms. Any child who develops these symptoms during the day will be isolated in a safe, comfortable, quiet, monitored area until a parent or emergency contact person can come for the child. The center will provide a clean and washable pad or cot for a child who becomes ill while attending the center. No child will be permitted to sleep on the floor without a pad, mat, cot or comfortable furniture. The child shall be carefully observed for worsening conditions.

All cots and/or mats shall be cleaned with appropriate germicidal agent before being used by another child.

To be of help to the parents, a list of known communicable illnesses present in the center is posted on the parent bulletin board in each classroom. As soon as identified, please report all cases of communicable illnesses to the administrator

Conditions for return of child after illness

A child or staff member will not be re-admitted to the center until he or she is symptom-free for a period of 24 hours or until a physician's written permission verifies that he/she is no longer contagious. Children who are not feeling well, but are not exhibiting any of the above symptoms, are considered mildly ill and will be cared for and observed for further signs of illness.

Notification of parent of ill child

Once identified, a notice will be posted on the parent information board. A staff member will be available to observe all children upon entering the building, at which time a daily health check will be performed.

Whether or not you will care for sick children

The center will not care for children that are sick upon entering the center. Please have a backup care plan in place if you are not able to take time off from work/school to pick up your child when they are sick or to care for them at home.



Emergency, serious illness and injury procedures

All staff is trained in CPR, First Aid, Communicable Disease and Child Abuse. If your child has an illness or injury while at the center, depending on the severity, the staff will administer First Aid and TLC, and/or call the emergency squad to transport your child to the hospital and you will be notified immediately. A teacher or administrative team member will accompany the child to the hospital with all available health records, and other staff members will supervise the remaining children. If you cannot be reached, only the people listed on the emergency transportation form will be notified. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An Incident/Injury report (DCY 01299) will be completed the same day and given to the person picking up the child if any of the following occur: An illness, accident, or injury requiring first aid treatment; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual 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 (24) hours after the incident occurs. Center Administrator shall speak with a representative from the appropriate licensing office within twenty-four hours in the event of any of the following: Death of a child at the center. or any of the above-mentioned Incident/injuries occur.

Policies on administration of medication and topical products

The Administrator, Assistant Administrator, or teacher may administer prescription medication and topical ointments to a child only after the parent or guardian has completed DCY 01217 "Request for Administration of Medication" and "Child Medical/Physical Care Plan" DCY 01236, and the forms have been reviewed by all staff. The forms will be valid for no more than twelve months. All prescribed and non-prescribed medication can only be administered for 3 days without a doctor's permission.

All medication must be brought to the office so that it can be properly documented and stored in a locked medicine box. The child's full name, current date (within the last twelve months), an exact dosage to be given, specific number of doses to be given daily, and how it is to be administered must be on the prescription label attached to the original container. If the medication requires refrigeration, it will be stored in a sealed container and kept refrigerated at the center. The center will administer prescribed medications, and/or nonprescription topical ointments after the proper procedures have been followed; however, the center will NOT administer vitamins, fluoride supplements and/or food supplements.

Parents of schoolagers that have inhalers must notify the office. Schoolagers are permitted to carry their own medication and ointments.



Medical foods

If your child requires medical foods, you must provide a completed DCY 01236, "Child Medical/Physical Care Plan for Child Care."

All medical foods must be provided by the parent and must be in the original container with the child's name on it and must be handed to me immediately upon arrival.

I follow the directions on the medical food container to ensure safe storage.

Modified diets

"Modified diet" is defined as any diet eliminating the use of any one or more of the four food groups or altering the amount of food required to be served to meet one third of the recommended daily dietary allowance, as required by rule 5180:2-12-22 of the administrative code. The center requires written instructions on the prescribed form from a licensed physician or licensed dentist for the administration of said diets, if an entire food group is eliminated using DCY 01236, "Child Medical/Physical Care Plan for Child Care," including any milk other than whole (18 months to 2 years old) or 1% (2 years and up).

Policies on whether school age children are permitted to carry their own emergency medications and topical products

Parents of school agers that have inhalers must notify the office. School agers are permitted to carry their own medication and ointments if they have a DCY 01236, "Child Medical/Physical Care Plan for Child Care" on file.



Transportation policies

Transportation for field trips and routine trips (including walking trips), if applicable The center will not provide transportation services.

Transportation for emergencies, including whether your program will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment The center will not transport children in emergency situations If a child requires transportation, the parent or the emergency squad will be contacted The center will NOT provide care to children whose parents refuse to grant consent for transportation to the source of emergency transport.

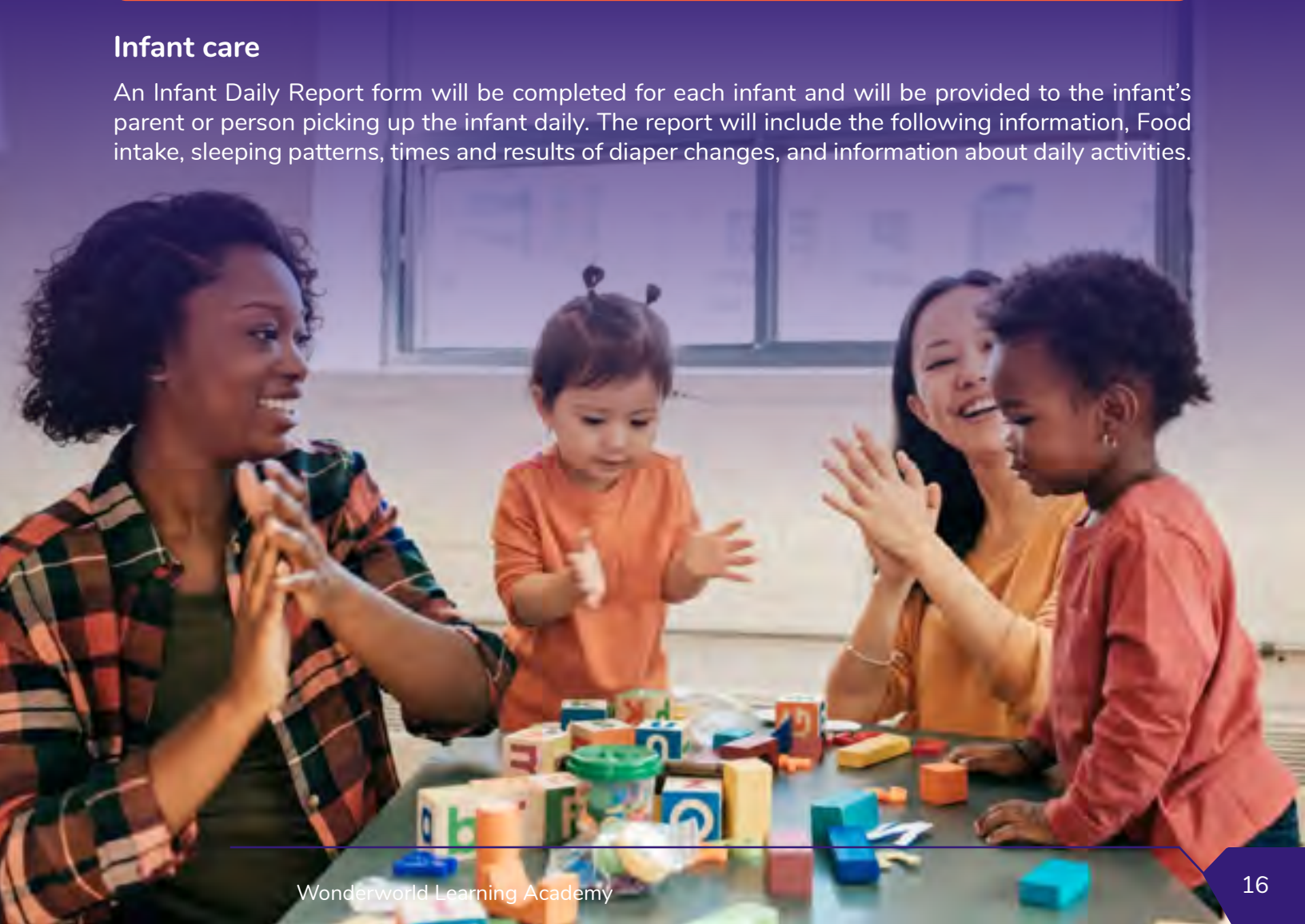
Policies regarding water activities and/or swimming (if offered)

The center will provide water play opportunities. These include sprinklers and small wading pools with a wall that is less than 18 inches. children will have access to water 18" or more in depth a Swimming Permission form will be completed.

Infant care policies, if applicable, and diaper procedures (all ages)

Infant care

An Infant Daily Report form will be completed for each infant and will be provided to the infant's parent or person picking up the infant daily. The report will include the following information, Food intake, sleeping patterns, times and results of diaper changes, and information about daily activities.



Infant feeding

Infant food will be prepared and served in a manner appropriate to the developmental needs of each child. The center will introduce new foods only after consultation with the parent. The center will comply with written feeding instructions from the infant's parent, physician, physician's assistant, or certified nurse practitioner (CNP) which will include the following: Type of food and/or formula/breast milk, amount of food and/or formula/breast milk, feeding times or frequency of feedings. Parents are required to update the written feeding instructions as needed. Infants under four months of age will not be fed any foods, other than formula or breast milk, unless there is written documentation on file from a physician, physician's assistant or CNP

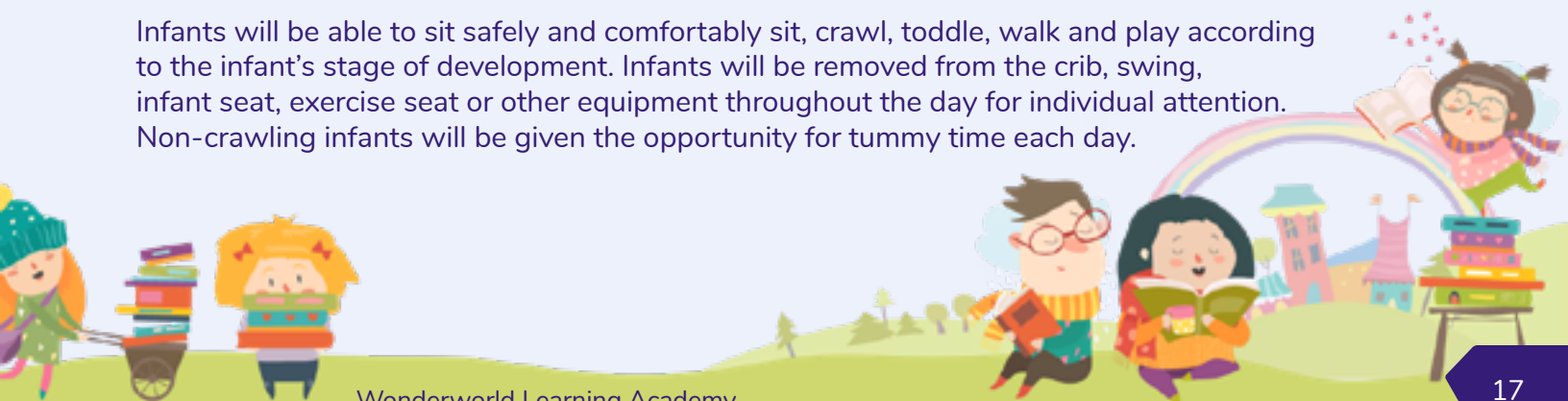
Formula, breast milk, or other liquids in a bottle will not be heated in a microwave oven. They will be placed in a container of water not hotter than one hundred twenty degrees or be placed in a commercial bottle warmer. The container of water shall be kept out of reach of children and shall be emptied and cleaned each day. The bottle shall be shaken well, and the formula or breast milk temperature tested before feeding. Frozen breast milk shall be thawed under cold running water or in the refrigerator. Unused portions of formula, breast milk or food remaining in a container from which the infant has been directly fed shall not be reheated or served again. Food, formula, and breast milk will be stored, prepared and served in a safe and clean manner. Infant formula prepared according to the manufacturer's instructions or instructions from the infant's physician, physician's assistant or CNP. Open containers of ready-to-feed and concentrated formula will be covered, dated and refrigerated. Prepared formula and food will be discarded or sent home daily if not used. All bottles or prepared food will be labeled with the infant's name and date of preparation. All formula shall be refrigerated immediately after preparation or upon arrival if the formula is prepared by the parent. All commercially prepared food will be stored according to the manufacturer's instructions and not served after the expiration date. If breast milk is provided by the parent, it will be labeled with the infant's name, the date pumped, and the date the bottle was prepared. Breast feeding mothers will be provided with a quiet place in the infant room to breast feed their child on site. Appendix A will be used to this rule for storing breast milk.

Diaper procedures: including frequency of checks (all ages)

Diapers shall be changed immediately when wet or soiled. Clothing will be changed immediately when wet or soiled. Otherwise, the center will change every 2 hours or according to parents' request if different. The center will inform the parents when the child needs diapers and an extra change of clothing to ensure that each child's needs are met. Toilet training shall occur based on a child's readiness and consultation with the parent regarding practices in the child's home. The center shall ensure that toilet training is never forced.

Information about infant daily activities

Infants will be able to sit safely and comfortably sit, crawl, toddle, walk and play according to the infant's stage of development. Infants will be removed from the crib, swing, infant seat, exercise seat or other equipment throughout the day for individual attention. Non-crawling infants will be given the opportunity for tummy time each day.



Policies regarding sleeping, napping and resting

Children will be offered the opportunity to nap and/or rest daily after lunch. Children who do not sleep will be offered a book or quiet activity. Blankets will be provided by the parents and sent home every Friday to be laundered. No blankets shall be in the crib for infants under twelve months old. A one-piece sleeper or wearable blanket is permitted. Only children who are not yet able to roll-over are permitted to be swaddled using a wearable swaddling blanket.

Policies regarding evening and overnight care,

if applicable The center will not offer overnight care.

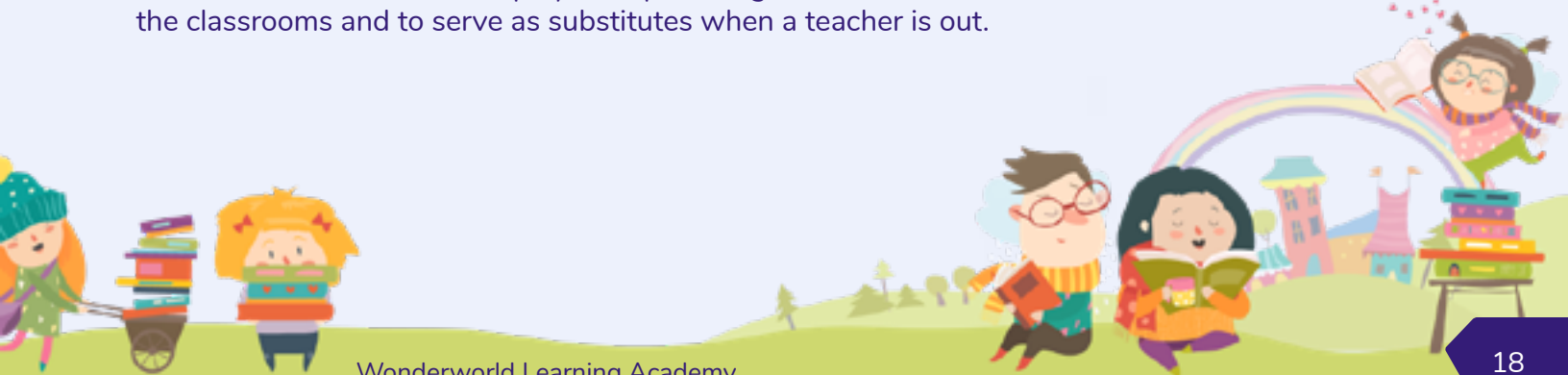
Policies on hours of operation and/or closings due to weather, school delays or closings and any other factors

The center will operate 5:00am to 11:00pm, Monday through Sunday, year round. The center will close due to inclement weather or other emergencies as determined by the Administrator. The center will have a voice message on the telephone by 5:00 a.m. You may also watch or listen to your local television or radio station for a complete list of school closings. The center has devised several procedures to follow if an emergency occurs while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to follow to assure that children have arrived at the designated spot.

Policies on using a substitute child care staff member or child care staff member for sick days, vacations or other time off

The center employs trained teachers to work daily with your child in the classrooms. A teacher's experience coupled with their education make them exceptional childcare givers. Many hold a minimum of a Child Development Associate (CDA) or higher, and several have or are working on advanced degrees. In addition to their educational training, staff is encouraged to continue to grow both personally and professionally in their field of early childhood by attending workshops, conferences and seminars. Staff are encouraged to become members of an early childhood professional organization and serve as leaders in the field.

Classroom assistants are employed to provide greater one-on-one interactions with the children in the classrooms and to serve as substitutes when a teacher is out.



Policies on when the provider will require disenrollment of a child, if applicable

Adequate advance notice of a child's withdrawal is important for the adjustment of the child, the child's group, and the teachers. The center requires a minimum of 30 DAY WRITTEN* notice for all withdrawals.

"Until families notify the center that their child will be withdrawn from the program, they are responsible for any and all of their child's tuition regardless of the child's last day of attendance

Procedures for parents or employees to follow in resolving problems related to my program

If a parent has a concern, attempt to work it out with the person or people involved. If the problem persists, please contact the administrator at (610) 579-1646 to schedule a meeting. We will work to come up with an amicable solution for all parties involved.

If a staff member has a concern, please advise the administrator at (610) 579-1646. We encourage anyone that has a problem or an issue to try to resolve it amongst themselves first. If it cannot be resolved, please meet with the administrator to come up with a solution. If the problem is still ongoing, the administrator and owner will work to resolve it

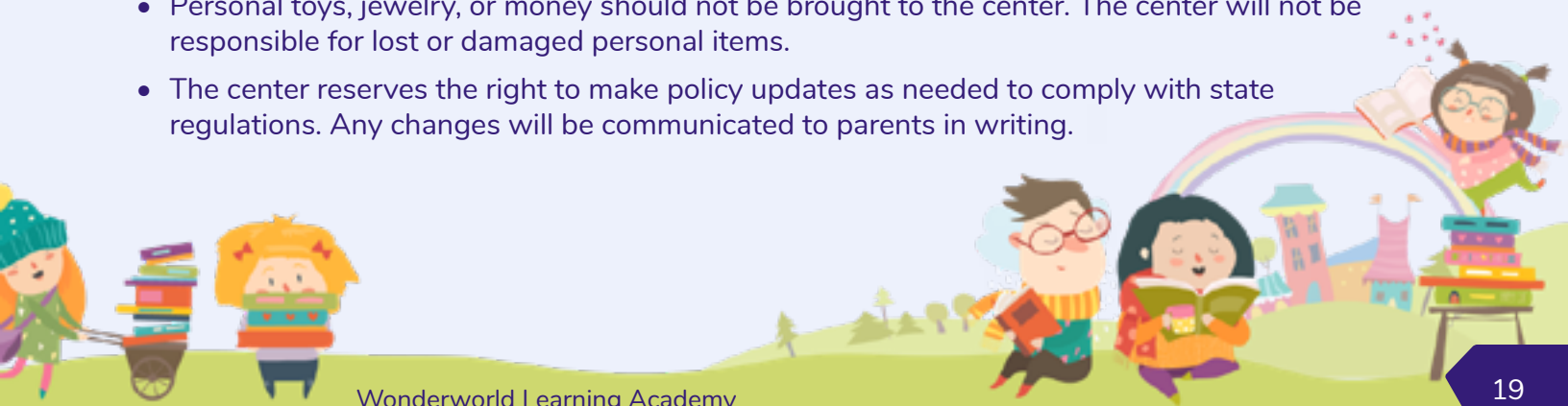
Policies on whether the program conducts formal screenings and assessments and if child level data is reported to the Ohio Department of Job and Family Services

All classrooms use the Creative Curriculum® as a framework for planning and assessment. The Ages and Stages Questionnaire® is used to screen all children within 60 days of entering the program. This tool can help detect potential roadblocks to learning. The center may be required to report child level data to DCY pursuant to 5180-2-17-02 of the Administrative Code

Miscellaneous Policies and Procedures

Miscellaneous

- Parents are responsible for keeping all contact and emergency information updated with the center.
- Children should arrive in clean, weather-appropriate clothing and have a complete change of clothes kept at the center.
- Personal toys, jewelry, or money should not be brought to the center. The center will not be responsible for lost or damaged personal items.
- The center reserves the right to make policy updates as needed to comply with state regulations. Any changes will be communicated to parents in writing.





Get in Touch

Wonderworld Learning Academy



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