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Welcome!

Your child will soon experience a new phase of his or her life. He or she will experience a new environment, new friends, new privileges and a new learning environment.

How well a child adjusts to these changed conditions will depend a great deal upon how well parents and teachers guide the child through these experiences. To many children, this will be just another step in their growth. Others might need more help and time adjusting.

We are pleased to be in a partnership with our parents in this tremendous undertaking.

This handbook is intended as a communication tool and reference guide. Please take the time to read it thoroughly, and keep it in a place where you can refer to it when needed. Should you have a question that is not covered in this handbook, please contact your child's teacher or the director.

General Information:

The Kid Watch Program of Paradise, a non-profit center, was established in 1985 to serve the childcare needs of school-age children. In 1993, we added the All Day Preschool Program. The Enrichment Program became a part of the Kid Watch Program in 2002. **In 2024, we added the All Day Infants and Toddler program.** The center is self-supported by tuition fees and is governed by Paradise UCC leadership.

Kid Watch is licensed by The Department of Ohio Jobs and Family Services. We follow The National Association for the Education of Young Children standards.

Kid Watch is a mission of Paradise United Church of Christ which strives to further the education and guidance of the children attending this program of the church.

Mission Statement/Philosophy/Purpose and Program:

Mission Statement:

We strive to offer a safe and educational environment where we meet your child's spiritual and emotional needs, without regard to race, creed, or country of national origin. We strive to challenge our children, and our staff, to develop their full potential by the excellence of our program.

Philosophy:

It is our goal to offer a child-centered program, providing each child with opportunities to develop his or her own uniqueness in a safe, loving environment. We do this by giving each child individual attention and using learning centers, which the child can utilize according to his or her own interests.

Our staff believes that children learn best through exploration and developmentally appropriate hands-on experiences.

Purpose:

To provide a positive group experience in an environment that enables the child to build a positive self-image and a positive attitude toward school and learning.

Program:

The program is flexible and informal, in so far as the children are free to create, discover and explore within acceptable limits. It is varied in nature, in the hope that each child may discover him or herself first as an individual, and then relate to others in the group.

Much of the teaching is done indirectly. Activities are planned and structured by the teacher daily, but the largest amount of time will be devoted to play activities initiated by the children. Curriculum is play-based using **The Creative Curriculum for Infants, Toddlers, and Preschool**, Heggerty's Curriculum for Phonemic Awareness, and the Foundations Literacy program. These programs are concerned with the child's total development – cognitive, emotional, physical and social. Basic concepts are taught and all of the projects that the child brings home are done by the child. Emphasis is on the process of doing, not the product. Nothing is done for the child that he or she can do him or herself. This enables the child to obtain self-satisfaction and the joy of accomplishment. Teachers will help if asked by the child or if the child is becoming frustrated.

Licensing and Registration:

Licensing:

Kid Watch is licensed by The Ohio Department of Jobs and Family Services under Statutory Authority: Revised Code Chapter 5104 and Chapter 5101:2-12 of the Administrative Code. The license is posted in the Director's office, as well as the parent bulletin board. A toll-free number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. A copy of the licensing law and rules is available in the office for review. Kid Watch's licensing record, including compliance report forms, complaint investigation reports, as well as evaluation forms from the building, and fire departments that inspect the center are available for review on the Ohio Department of Jobs and Family Services website. It is unlawful for the school to discriminate in the enrollment of children upon the basis of race, color, religion, gender, national origin, or disability in violation of the Americans with Disabilities Act of 1990.

Admission Policy Registration:

A child's parent or guardian can make registration arrangements by calling Kid Watch at 330-875-2997 or email cliff@paradisearchurch.org.

Kid Watch will arrange a tour of the Center for the child and parent or guardian. Please plan to bring your child with you so his or her classroom may be visited.

The parent or legal guardian will be given the following registration forms to complete before the child's first day:

- Kid Watch General Information
- Child Enrollment and Health Information for Child Care Form
- Child Medical Statement for Child Care Form
- Terms of Enrollment/ Parent Agreement of Policies signed and dated by child's parents or legal guardian.
- Custody Agreement- If Applicable, a copy will be kept in child's file if non-custodial parent is not permitted to pick up the child.
- **Sleep Position Waiver Statement (Infants up to 12 months only)**

Registration and enrollment is complete **only** upon receipt of completed forms with the **non-refundable** registration fee. Upon receipt of the records, Kid Watch reserves the right to review the records to see if the needs of the child, as well as the parent(s) can be met at Kid Watch.

At the beginning of the school year, there will be an orientation for everyone enrolled. Important information about the upcoming school year will be presented. There will be an opportunity to visit your child's classroom and meet with the teachers. Any questions you may have should be answered at this time.

School Calendar/Schedule:

Center Calendar and Schedule:

The Kid Watch Program follows the Louisville Public School calendar August-May. Vacation days will coincide with those of the Louisville School System. Each family will receive a calendar reflecting the days Kid Watch will be closed in relation to holidays, teacher conferences, etc. Kid Watch also operates a Summer Program June through August.

Center Closing / Severe Weather:

If the Louisville Public Schools are closed due to bad weather, **All Kid Watch Programs Will Be Closed – Infant and Toddler Care, All Day and Enrichment Preschool as well as School Age.** School closings will be posted on television Channel 3 WKYC, Channel 5 WEWS, and Channel 8 FOX. We also post on Facebook and Remind 101. If you hear Louisville City Schools are closed on the radio, Kid Watch will also be closed. **Louisville Public Schools Delay Start:** If Louisville Schools **delay start time, Kid Watch will open for School Age Students, All-Day Preschool, and Infant and Toddler Care only** Kid Watch will provide care for your school age child until the buses come for pick up or we walk to school. All Day Preschool Students will be provided care. This later schedule would interrupt the Enrichment Preschool schedule and the weather could be unpredictable, so the 3 hour **Enrichment Preschool** will be **cancelled** that day.

Hours of Operation for Infant and Toddler Care: Cuddly Koalas, Tiny Turtles, and Lucky Ducky's

The center will be open 6:30 AM to 5:30 PM

Enrichment Preschool Hours of Operation:

The Enrichment Preschool Program runs August through May. Enrichment Preschool Classes start and end as follows:

Loving Llamas, Teddy Bears, Busy Bees, Kangaroo Crew, Big Builders & Early Explorers
9:00 AM to 12:00PM

Preschool All Day/School Age Hours of Operation:

The All Day Program and the School Age Program run Monday through Friday All Year – Twelve Months.

Before Preschool Program/School Age	6:30AM to 8:00AM
Bus riders leave	7:30 AM
LES students walk	8:00 AM
Preschool class begins and ends	9:00 AM to 12:00PM
School age children return	3:10 PM walkers
	4:00 PM Bus riders

Children must be dropped off no sooner than 6:30 AM and picked up no later than **5:30 PM.**

Infant and Toddler/Preschool All Day/School Age Program Fees and Payment Policy:

Infant/Toddler Tuition	\$330 per week
Preschool Tuition	\$6.00 per hour
School Age Program	\$30.00 per week (minimum charge)

Tuition fee payments must be made by Friday of the week due. If payment is not made, then a \$10.00 per week late charge will be added onto the account until the balance is paid off in full.

Kid Watch will not be responsible for payments given to children. It is the parent or guardian’s responsibility to make sure fees are placed in Fee Box.

Kid Watch policy on late/non tuition payments could result in disenrollment of the child from the center. If your bill is greater than \$500 at any time, we will ask the child to stay home until the bill is paid. We will also disenroll the child for excessive absenteeism. Please understand that we are a non-profit and we can’t afford for a family to get behind or not pay their bill.

Kid Watch does not mail out statements. It is the parents’ responsibility to watch for all Kid Watch statements on the Smart Care App. If you do not receive a statement, inform the Director immediately. If you prefer to have a printed statement, please ask the Director. Once your payment has been made it will be posted on SmartCare and you will receive an email letting you know your account has been credited.

In January, Kid Watch will provide you with a Tax Statement that reflects our Federal ID Number, as well as your year-to-date amount paid. This statement will not be mailed to your home; it will be made available to you at Kid Watch.

You must give a two week notice of termination if it becomes necessary to withdraw your child during the school year, otherwise you will be liable for the next two week’s tuition.

Policy for Collecting Fees:

If there is an issue with making a payment on time, please notify the Director immediately to set up a payment plan.

Non-sufficient checks are subject to a \$20.00 fee.

Health:

The health and safety of the children is a primary concern. Each child will have a health form completed by their parent/guardian on file at Kid Watch according to state law. Staff members are required to have physicals and substitutes will be called when employees are ill.

Do not send your child to school if he or she has any symptoms of sickness such as earaches, sore throat, rash, red or itchy eyes, cough, runny nose or fever. Please call the Kid Watch phone number to report your child off. If we all cooperate by not sending sick children to school, we will all have a healthier year. Kid Watch does not accept mildly-ill children. Children that show any signs of illness will be sent home immediately. Parents are asked to report to Kid Watch if their child contracts a communicable disease. A communicable disease chart is posted in the office.

All staff members are trained in communicable disease recognition as required by the licensing law. This includes hand washing and disinfecting procedures.

The following precautions shall be taken for children suspected of having communicable disease. (State Rule 5101:2-12-16)

- Kid Watch shall immediately notify the parent or guardian by phone of the child's condition if a child has been observed with any of the following signs or symptoms of illness: temperature of one hundred degrees Fahrenheit or higher, diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, conjunctivitis, untreated infected skin patches, unusual spots or rashes, stiff neck, dark urine, gray or white stool, untreated lice, scabies, parasitic infestations, sore throat or difficulty swallowing, or vomiting. Children with these symptoms shall be immediately isolated and discharged to a parent or guardian.
- The teacher will notify the Director, and the child will be isolated on a cot in the director's office. The parent or guardian will be notified, and the child will stay with the Director until the child is picked up.
- A child can be readmitted to the center according to instructions given on the Ohio Department of Health Communicable Disease Chart posted in each office. **For example, a child with a fever will be admitted 24 hours after they are fever-free.**

Staff members that have a temperature of one hundred degrees Fahrenheit or above, signs of flu-like conditions or cold symptoms, including sore throat or earache are not permitted to work. Staff with rashes or symptoms of diarrhea are also not to report to work. Substitutes will be called upon until the staff is able to return.

The school will post flyers outside the classroom if any child has been exposed to a communicable disease while they attend Kid Watch.

Kid Watch will accept children that have not been immunized if the parent has signed JFS 01305 regarding the exemption to immunization requirements, pursuant to 5104.014 ORC.

Administration of Medications / Special Diets:

The Executive Director or the Assistant Director will administer prescription medications only for EMERGENCY medical conditions. The following conditions must be met per OAC Rule 5101: 2-12-25:

1. Parent signs a medication permission form noting times and amount of medicine and/or medical foods to be given.
2. Prescription label must be in the name of the child to which the medicine is to be given.
3. Medicine and/or medical Food is in its original container with original label attached.
4. Medicine and/or medical Food will not be administered beyond the date indicated by the child's doctor or for 12 months, whichever comes first.
5. Medication and/or medical Food will be given directly to center personnel for safe storage in the Kid Watch office. We will only administer medicine that has a JFS form 01236 and JFS 01217 on file.
6. School age children are permitted to carry their medication/ointment/medical food in their backpack. The teacher must be informed and the backpack will be placed in a safe place.

If your child has a special dietary need, a copy of a medical statement signed by the child's doctor must be on file. The doctor must indicate which foods the child cannot have. The parent will supply appropriate alternatives, if necessary.

Snacks/Meals:

Nutritional snacks, including one serving each from two of the four basic food groups (Meat, Bread/Grains, Fruit/Vegetables and Milk) will be provided mid-morning and mid-afternoon to all children who are enrolled at the centers. The Kid Watch Director and your child's teachers will discuss your child's snacks with you if there are any allergies to particular foods.

Infant Center:

When it comes to feeding infants and toddlers, we know each child is different, which is why we ask that you bring in your child's food daily. We can start feeding purees to your baby at 4 months old as long as it is brought in and approved by you. The purees must be brought in daily and we will label them. Any food left over from that day will be sent home. Descriptions of how bottles be prepared are listed below.

Breastfeeding: Our center is here to support you! We are equipped to handle your expressed breast milk. Milk must be already bottled in liquid form, not frozen. We will provide labels for your bottles daily. Any milk not used for the day will be sent home.

Formula: Our center is here to support you! We are equipped to handle your formula-based bottles. Formula must be mixed in bottles prior to bringing your child to the center unless state guidelines or formula directions require otherwise. Center staff cannot mix formula bottles or add cereal to bottles. We will provide labels for your bottles daily. Any milk not used for the day will be sent home.

Feeding for Young Toddlers:

When attending all day, parents are requested to pack a lunch for their child. A beverage will be made available by Kid Watch, if needed. Please be aware that we do not prepare meals, but warm-ups are accepted. For example, macaroni and cheese that is already prepared, pizza, spaghetti, etc. Additionally, grapes must be cut in half, carrots must be cut and **popcorn and hot dogs are not permitted.**

Rest time will be offered daily:

*The Infant care facility will provide cribs for Infants. Blankets, pillows, and stuffed animals are not permitted in the cribs.

*The Infant care facility will provide cots for all Young Toddlers- You may bring in a pillow, blanket, and favorite stuffed animal.

All Day Preschool

When attending all day, parents are requested to pack a lunch for their child. A beverage will be made available by Kid Watch, if needed. Please be aware that we do not prepare meals, but warm-ups are accepted. For example, macaroni and cheese that is already prepared, pizza, spaghetti, etc. Additionally, grapes must be cut in half, carrots must be cut and **popcorn and hot dogs are not permitted.**

Based on meeting 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture (USDA), lunches should include one serving of meat or meat alternative, two servings of fruits and or vegetables, one serving of bread or grains and one serving of fluid milk (Kid Watch can provide milk for your child). Kid Watch will provide

parents or guardians nutritional guidelines for meal preparation if necessary, according to state law: 51012-12-22. All snack menus are posted on the Parent Bulletin Board and planned under USDA guidelines. If 1/3 of the recommended daily dietary allowances, specified by the USDA are not met, Kid Watch will provide the supplements needed to meet the requirement.

A brief rest or nap time will be offered daily. Please send a 1-inch-thick foam mat, small pillow, blanket and favorite stuffed animal to school. These items will stay all week and will be sent home to be cleaned and returned on Monday.

Birthday Celebrations:

Birthdays are celebrated, and if your child has a summer birthday they will be assigned a day during the school year. Parents may provide snacks for their child's birthday treat. If you have questions, please see your child's teacher.

Outdoor Play:

Infants, Young Toddlers and Preschool students will be provided the opportunity to play outside. Teachers will also integrate outdoor play instead of large muscle room play into their students' curriculum. Kid Watch weather policy adheres to the administrative code 5101:2-12-17, providing outdoor play in suitable weather. A wind chill index will be used to determine temperature. The children will go outside if the wind chill temperature with the wind chill is more than 25 degrees and less than 90 degrees. Considerations also include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice. Kid Watch will utilize the large muscle room if there is excessive wind, rain or high humidity. Children will also stay indoors if the play yard is excessively wet.

Water Activities/Swimming:

Swimming will not be allowed. Water tables are provided in the classrooms. Water depth will not exceed 6 inches and students will wash hands with soap and water before and after water activities. Water is disposed of daily and the bin sanitized.

Safety:

In the case of an accident or emergency, the steps the parent outlined on the Health Record and Emergency Transportation Authorization forms will be followed. A 911-rescue squad will transport your child, if necessary. Kid Watch will provide services to children whose parents refuse to grant consent for transportation to the source of emergency treatment. A 911 call will still be made to assist with the emergency at the center Pursuant of Revised Code Chapter 5101:2-12-15. Emergency telephone numbers are posted in the classroom. Procedures followed in case of an emergency, serious incident, injury or illnesses are posted in each Kid Watch classroom along with evacuation routes, if necessary.

All Parents will have a code to enter the center through the security door. Kid Watch staff will sign children in/out using classroom iPad upon arrival and departure. At the end of the week, the director or assistant director will review the attendance logs and will make any adjustments at that time. Please be patient with our staff to review any billing issues. Weekly bills will be sent to the email on file.

Attendance will also be recorded by the child's teacher upon arrival in their attendance books. A parent or authorized representative will accompany the child into the classroom upon arrival to the Center and will notify center personnel when bringing and taking the child from the Center. **No child should be dropped off outside the building or at the security door.** Children are not permitted to be left in the car unattended. Please do not drop your child off in their teacher's room if their teacher is not present. All children in the teacher's care must be accounted for and logged into their attendance book, otherwise they are not in our care and are your responsibility. If your child misses school due to sickness or other circumstances, please use the Kid Watch phone or email to call your child off (330-875-2997 – cliff@paradisearchurch.org) . Due to the nature of our hourly billing there are not requirements to the number of days a child misses school.

Kid Watch will only release your child to those individuals designated in his or her file, unless a written note bearing the parents' or guardians' signature is given to the teacher at the time of drop-off or pick-up, or a telephone call has been made to the Center informing the teachers of the individual picking up your child. The designated person must also show proof of ID (Drivers License.) This is for your child's safety and is strictly enforced. A child shall only be released to persons sixteen years of age or older, except when parent or guardian permission is on file. The written permission shall be signed and dated by the parent or guardian and administrator.

Always notify a staff person that your child is leaving with you. If a child is never to be released to a particular parent, the Center must have a Court Order on file.

Once a child is clocked out, the person picking the child up is then responsible for that child. **Please have your child stay with you** and not wander off to other areas of the PUC building. Please do not leave siblings not enrolled at Kid Watch with Kid Watch staff to supervise.

If a child is scheduled to arrive at Kid Watch from another facility (LES, North Nim, East Canton or Stark DD) and doesn't NOT arrive, the parent(s) and facility in which they are coming from will be called immediately to insure the safety of the child. Kid Watch will have a staff member prepared and ready to receive children that come to and from using public transportation.

If your child is in a car pool, please tell the teacher who your child will be coming and going to school with at the beginning of the school year, or at any time the car pool changes. The parking lot behind the school is to be used. Do not park in the Handicap or Elderly Parking. Please do not park in the fire lane next to the building, the Louisville police enforce this request. Because young children will be crossing the alley in the back of the building, we ask that you keep your speed down to 5 miles per hour. Please be careful backing out of the parking spaces. Your children should be instructed to stay with you and not to run ahead to the car or into the

school alone. There are other church members and children using the PUCC building, and we need to be aware of their safety as well.

Monthly fire drills, seasonal tornado drills and quarterly lockdown drills are held and the teachers have alternative evacuation plans. A fire emergency, weather alert plan and disaster plan are posted in each classroom. It explains the actions to be taken and staff responsibilities in case of emergency conditions. If there is a need to evacuate the building, Kid Watch will follow the instructions given by the local authorities. Children will be evacuated to the bus garage and outdoor area located just east of the PUCC building.

There will be no aerosol cans used in the classrooms while the children are in attendance.

There is access to a telephone at all times; telephones are located in the office.

There is availability of a quiet private area, if needed, for breastfeeding in PUCC Toddler Room #130.

Incident reports will be filled out if an illness, accident or injury occurs which requires first aid, for a bump or a blow to the head, if emergency transporting is necessary, or for any unusual event that could jeopardize the safety of children or staff. A parent or guardian will sign the report and receive a copy of the report. A copy will be on file at the center. (State Rule 5101:2-12-16)

Our staff has been trained to recognize and identify signs of child abuse and neglect in young children. The administrator and each employee are required under section 2151.421 of the Revised Code to report their suspicions of child abuse or child neglect to the local public children's services agency.

PUCC Building: Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person's control, or convey a deadly or dangerous weapon onto the Kid Watch premises.

Transportation/Pick Up/Drop Off/Routine Trips

Kid Watch provides transportation using the Kid Watch Van to and from East Canton Preschool and Louisville Public Preschool. A trained, insured, JFS background checked driver will be responsible for the buckling the unbuckling of the students riding. All the van seats have a 5-point harness, much like a child's car seat. The Kid Watch van is regularly maintained and inspected each year and has a weekly safety check. Item needed to ride the Kid Watch Van

1. Each child must have a completed permission form signed by a parent.
2. Each child will have identification attached to him or herself with the Center's name, address, and phone number available.
3. A first aid box is available along with a person trained in first aid.
4. Health records will be available for any child who has allergies, handicap conditions or health conditions which require special procedures or precautions during the course of the field trip. The Emergency Transportation forms of every child on the trip will be made available as well.
5. Child /Teacher ratios are maintained.
6. A cell phone will be available on all trips.
7. Each child is charged **\$6 per ride**.
8. Van trips will not involve water activities or swimming.
9. For any emergencies on a field trip, Kid Watch staff will refer to JFS 01234.
10. Parent Signed Permission Slip must be present for a Routine Trip

Field Trips / Field Trip safety:

When on field trips or special outings, the following conditions are met:

1. Each child must have a completed permission form for all trips.
2. Each child will have identification attached to him or herself with the Center's name, address, and phone number available.
3. A first aid box is available along with a person trained in first aid.
4. Health records will be available for any child who has allergies, handicap conditions or health conditions which require special procedures or precautions during the course of the field trip. The Emergency Transportation forms of every child on the trip will be made available as well.
5. Child /Teacher ratios are maintained.
6. A cell phone will be available on all trips.
7. The mode of transportation for all field trips will be walking.
8. Field trips will not involve water activities or swimming.
9. For any emergencies on a field trip, Kid Watch staff will refer to JFS 01234.

Clothing:

Clothing should be kept simple. Washable play clothes are fine. Although protective paint shirts are provided, accidents do happen. We prefer non-skid shoes, as the children will go to the muscle room for climbing and large muscle development. Flip flops and sandals are a safety issue on the stairs and during outside play. All removable clothing should be labeled. ***For the Preschool All Day Program Only:*** a change of clothing is required. Please be sure to send underwear, socks, shirt, pants or shorts depending on the season. **At the Infant and Toddler Center, we request that you provide an extra outfit daily in case an accident does happen. Outfits can be kept in your child's diaper bag or in a bag you choose to leave at the center.**

Behavior Guidance:

Our policy on behavior guidance and management is a positive and individualistic approach. The program itself is our basic behavior management format. If a child is busy and interacting in his environment, he or she finds little need to misbehave. When children are actively engaged in choices, problem-solving and decision-making they stay focused and engaged.

Biting: This can be common among young children before their language skills are developed. We realize this can be a concern and our staff are trained to recognize triggers and how to decrease incidents. If your child is bitten or does bite, you and the family involved will receive an accident report that will be confidential. If you have any questions about this, please talk to your child's teacher or center director.

Positive Reinforcement: We believe nothing improves a person's hearing like encouragement. We encourage the child when he or she is using appropriate behavior, not inappropriate. If additional discipline is needed, we address the deed and not the child. Using statements such as "I do not like what is happening", "I will not allow anyone to hurt you" and "I will not allow you to hurt anyone else" relate to the deed and not the child. A child's self-concept is very important. Children live up to what we expect of them. When punishment is used to control, the child will function at a level just sufficient to avoid punishment. Young children can learn to manage their own behavior in appropriate ways. We help give the children the tools they need to learn self-control. We also give them tools to handle conflict with others. When behavior is exhibited that is unacceptable, the Kid Watch teachers utilize developmentally age-appropriate techniques suitable to the circumstances such as:

Redirection: If a child is exhibiting inappropriate behavior during a specific activity, the teacher will suggest that another activity is selected by the child. This redirection of the child's behavior is used to change the child's attention to more appropriate behavior, such as performing a new task.

Contingency: This form of behavior management helps the child to gain self-control. One action the child is responsible for depends on another, such as "when you have finished one job, you may move on to the next."

Suspension/Expulsion/Disenrollment

Take-A-Break is used when a child cannot cope with the group or a situation. The child is taken away from the group for a break. The child is told “he or she needs to take some time to think about what has happened.” The child is not shamed for his or her action; rather we talk about ways to help change the behavior. We prefer to teach the child conflict resolution skills and to use language rather than behavior.

Behavior management and guidance is teaching the child to control and regulate himself, enabling him to become self-disciplined. There shall be no cruel, harsh, unusual or extreme punishments such as, but not limited to, spanking, punching, pinching, shaking or biting. Physical restraints shall not be used to confine a child. A teacher shall not restrain a child by any means other than holding a child for a short period of time, such as a protective hug, so that the child may regain control. Children shall not be humiliated. Discipline shall not be imposed on a child for failure to eat or for toileting accidents; nor will food, rest or toilet use be withheld for the purpose of behavior guidance. Techniques of behavior management shall not shame or frighten. An entire group of children will not be disciplined due to the unacceptable behavior of one or a few children.

Kid Watch’s policy on Behavior Guidance and Management is pursuant to rule 5101:2-12-22 of the Administrative Code. The rule applies to all employees of the center. It is the policy of the Kid Watch Directors that should disciplinary problems arise which affect the safety and well-being of the children in our program, the Director shall first notify the parents regarding the problem. If after consultation with the parents, problems continue to exist, the Directors may, in consultation with the staff, act to dismiss the child from the program.

Kid Watch policy on late/non tuition payments could result in disenrollment of the child from the center. If your bill is greater than \$500 at any time, we will ask the child to stay home until the bill is paid. We will also disenroll the child for excessive absenteeism. Please understand that we are a non-profit and we can’t afford for a family to get behind or not pay their bill.

All suspensions and expulsions must be reported to OCLQS.

Daily Center Schedule – General:

Infant and Toddler Care: Cuddly Koalas, Tiny Turtles, and Lucky Ducky's

Enrichment Preschool: Chapel will be held on Wednesday and Thursday each week.

Loving Llamas, Teddy Bear, Busy Bees, Kangaroo Crew, Big Builders & Early Explorers

9:00AM- 9:30AM	Arrival, Table Toys
9:30AM -10:00AM	Attendance, Carpet Time, Story Time
10:00AM-10:45AM	Math, Art, Learning Centers, and Free Play
10:45AM-11:00AM	Clean Up & Snack
11:00AM-11:20AM	Outside/ Large Muscle Activities in Large Muscle Room
11:20AM-11:35AM	Music and Movement
11:35AM-12:00PM	Review of the Day and Dismissal

All Day Friends: Will follow the Enrichment Preschool schedule and the following:

12:00PM-12:30PM	Lunch
12:30PM-1:30PM	Rest/Nap
1:30PM-4:30PM	Carpet Time/Story Time/Learning Centers/Free Play/Music
4:30PM-6:00PM	Combine with School Age Students

School Age Daily General Schedule:

6:30 AM to 7:00 AM	Arrival, free time, table games, reading quiet activities
7:00AM	Middle School bus riders to bus stop accompanied by Kid Watch Staff
7:15 AM	NN bus riders to the bus stop accompanied by Kid Watch Staff
7:30AM-7:50AM	Free time activities continue
7:45AM-8:00AM	Clean up
8:00AM	LES walkers leave accompanied by Kid Watch staff
3:15PM-4:00PM	Children arrive at Kid Watch and will be involved in socializing and free choice activities
3:30PM-4:15PM	Snack when each group arrives
4:15PM-5:30PM	Homework, small group activities, outdoor play, planned teacher guided activities
4:30PM-6:00PM	Transition with preschoolers when numbers allow.

Age Appropriate Activities:

Kid Watch Internet Policy:

Kid Watch staff takes the Kid Watch Internet policy seriously. All parents have different restrictions on internet usage for their children. Kid Watch blocks the wireless usage by students at the center. While Kid Watch staff will be watchful of what students may be “playing” or “listening” to, they cannot be 100% vigilant on each student’s device. Please discuss with your child about using appropriate music, apps, etc. and their responsibility while using their devices at Kid Watch.

Learning Centers:

Learning centers complement developmental learning. We introduce a concept to the whole group and then divide into learning centers throughout the classroom in order to individualize the learning in small groups. These small groups allow the children to take the concept and act on it hands on. We keep whole group learning to a minimum. Learning centers allow teachers to walk through the classroom and work with small groups of children at a time. This method of learning gives the child responsibility and increases attention span and time on the task. When a child is finished in one center he or she may move on to the next. Children learn to make choices, decisions and solve problems.

Emotional and Social development:

Your child will have an opportunity to make friends and learn to trust grown-ups that are different from those at home. Social-emotional development will grow out of daily activities such as working and playing together, helping each other, taking turns, and hardest of all, learning to wait. They will learn to work together to clean up, take care of the classroom and share first hand experiences that expand their world. The children will learn to deal with emotions that are real, manage their moods in positive ways, learn to cope with negative feelings, try to resolve moments of anger in more positive ways, develop feelings of personal self-worth and build on that All-important concept of “YES I CAN.” Our staff is continually aware that children are people now and that a positive self-image is all-important to each child giving them a better chance to reach their full potential.

Language Development:

The child will have chances to talk and express him or herself through play. Role-playing activities are also provided in the program. Flannel board stories will be used and stories retold by the children. The use of language is encouraged at all times by staff members who listen and respond to a young child.

Creative Art:

The child will be introduced to all forms of art materials to discover what they are like and what can be done with them. Art is a non-verbal means of expressing ideas, feelings and interests. It encourages pride in personal taste, judgment and provides an opportunity to gain coordination skills and satisfaction.

Sound and Rhythm:

The child will be exposed to music in various ways. Developing basic motor skills, self-expression and experiences will be encouraged through rhythm band, singing and a variety of music options.

Eye-Hand Coordination:

Games and equipment to develop perception, judgment, and eye-hand coordination are offered. Color and shape sorting, likeness and differences and tracing will be introduced to develop growing confidence through problem solving. The child will be guided in understanding relationships, spatial awareness, and comparisons.

Physical Fitness and Motor Perceptual Training:

Beginning exercises designed for young children will be used. These include jumping, running, pre-skipping, hopping, kicking, stretching and working with a partner. The young child learns with his or her whole body. Gross motor activities are offered to help the child become aware of his body and learn how to control it. The more the child learns about him or herself he or she wants to know about the world around him or her. Kid Watch provides a well equipped large muscle room as part of the program.

Math and Science Readiness:

Mathematics readiness will be learned through basic concepts, such as counting, number recognition, comparing, grouping, measuring devices, balance, graphing, water and block play. Simple experiments introduce some basic science concepts. A science table with physical and natural life specimens is available to the child for observation and interactions.

Transitioning Children:

Children stay in their individual classrooms throughout the school year. Your child's developmental progress will be reviewed at teacher conferences and again in early spring. Kid Watch makes special time for the children in each classroom to visit the next classroom they will be moving to the following year. One more example that we do for transitioning children is our Pre-Kindergarten group practice activities such as going through a lunch line for snack, visiting the church library and lining up for restroom break so it won't be so new to them when they start school.

Children in Infant and Toddler care are transitioned based on skill development. Once a child is walking, they are promoted to the younger toddlers room. However, children under 12 months will remain napping in a crib. Once a child is potty trained and hits the age of 2 ½, they are promoted to Paradise Church Campus in the Loving Llamas room.

Parent Involvement:

Communication between the Kid Watch staff and the parents is vital.

1. We make every attempt to speak with parents on a daily basis to share concerns and joys of the day. Activities may be shared on the Kid Watch Facebook page.
2. If your child is permitted to bring something to Kid Watch to show and share with their friends, your child is responsible for that item. Kid Watch is not held responsible should the item be lost or broken. A child cannot bring any toy that closely resembles a firearm or potentially dangerous implement.
3. Monthly Calendars will be sent home and posted on the bulletin board near the office.
4. Parent/Teacher conference will be set up in January or February to discuss your child's developmental progress in areas of cognitive, social, emotional and fine/gross motor development. This progress will be documented for you to see and discuss with your child's teacher. Kid Watch conducts evaluations via center-based assessments also utilizing Stark County Transition Skills Summary for students transitioning to kindergarten. Kid Watch does not report level data to ODJFS pursuant to 5101:12-17-02
5. A parent orientation will be held at the beginning of each school year. Parents and children are encouraged to attend to be prepared for the new school year.
6. Kid Watch presents a program by the preschoolers every year at the end of May. Families are encouraged to attend.

Parent Access to Center:

It is also a part of our philosophy to maintain an Open-Door policy to parents or guardians of children enrolled in the program. Any custodial parent, custodian, or guardian of a child enrolled at Kid Watch shall be permitted access to the center during all hours of operation for the purposes of contacting their children, evaluating the educational activities, care provided, or evaluating the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted access to the center and be afforded the same rights as the residential parent, unless there is court documentation limiting access and conditions of the non-residential parent. The parent of the guardian will gain entrance to the center through the Director or designee by pressing the call button or calling the number next to the security door. Parents of All Day Preschoolers will receive a door entry code that will also be used for the attendance touchpad. All other visitors should make an appointment with the Director before coming to the center.

Questions/Concerns:

Communication is vital to our program. If you have questions or concerns, these questions can be addressed by bringing your concern to the individuals listed on the administrative flow chart. All the individuals are available everyday at Kid Watch. If you need to speak to church leadership, you may contact the main office at the Paradise Church. 330-875-2677

Administrative Organization Chart

Executive Director

Cliff Varian

Assistant Directors

Melisa Libertore & Jessica Haren

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises.

Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

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, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Kid Watch will provide assistance to the administration of medication to children with disabilities. The administration of care procedures to children with disabilities will also be provided.

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>