

PARENT HANDBOOK FOR Milestones Learning Center LLC
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Milestones Learning Center LLC

POLICY: MISSION STATEMENT

POLICY NO.: 1

APPROVED BY: _____

EFFECTIVE DATE: _____

Mission Statement

To provide a Christian based, stimulating, safe and nurturing environment that allows for the independent exploration and discovery of the world.

Milestones Learning Center LLC

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 2

APPROVED BY: _____

EFFECTIVE DATE: _____

Milestones Learning Center LLC is dedicated to giving full attention to the needs of young children.

Positive experiences of infants, toddlers and young children are critical to their healthy development. These positive experiences establish a foundation from which children can reach their full potential. Bringing what is best practice from early childhood theorists, such as, Jean Piaget, Maria Montessori, Erick Erickson, Leu Vygotski, and nationally recognized foundations such as the National Association for the Education of Young Children (NAEYC) and Reggio Emilia from Italy, provide Milestones Learning Center LLC with research that is well grounded and gives us the basis for our center that embraces what is needed for the positive development of young children.

We believe that the following developmental principles are critical to each child:

1. Each child is unique. Therefore Milestones Learning Center LLC believes that infants, toddlers, and young children deserve respect and consideration.

2. It is our responsibility to provide an environment that is responsive, understanding, and has guidance, modeling and developmentally appropriate experiences.

3. It is the responsibility of the staff at Milestones Learning Center LLC to provide enticing and accurate learning experiences that are based on sound content knowledge and developmentally appropriate practices.

By providing children with appropriate choices and opportunities to play or work Milestones Learning Center LLC will enhance the following development:

1. Cognitive – Learning at self-directed paces in a stimulating, knowledge enrich environment
2. Social – Interaction in a positive and productive way with their peers, Milestones personal and others.
3. Emotional – Supporting young children as they begin to understand their own and others thoughts and feelings.
4. Physical – Development of large and small motor skills.

Milestones Learning Center LLC believes that Christ is the center of all that we do, say and are. We embrace Biblical Christian values and beliefs and will promote them throughout the learning experiences of your child.

Milestones Learning Center LLC

POLICY: Hours of Operation

POLICY NO.: 3

APPROVED BY: _____

EFFECTIVE DATE: _____

Milestones Learning Center LLC will be open Monday thru Friday 6:00 AM till 6:00 PM. Prearranged extended morning and evening HOURLY spaces may be available based on staff availability and demand.

Milestones Learning Center LLC will be closed 2 days out of the year for Teacher – In – Service. These days will be announced at a minimum of 2 months in advance. MLC will also be closed on the following holidays:

New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas Day

When one of the above holidays falls on a Sunday, it will be observed the following Monday. Likewise, if the holiday falls on a Saturday, it will be observed the preceding Friday.

Milestones Learning Center will be closed on Level 3 Snow Emergencies **only**.

Parents Saturday Night Out, Once a Month, from 4 PM till 11 PM

Kids will get to enjoy dinner, movies, games, arts, crafts, and a snack while parents enjoy a night to themselves. If children become tired and would like to lay down, staff will provide a clean cot for them.

(Milestones Learning Center LLC reserves the right to cancel parent's night out due to inclement weather or low enrollment.)

Milestones Learning Center will adhere to the staff/child ratios and supervision of children as outlined in Policy 19.3 which is in accordance with Ohio Department of Job & Family Services Licensing.

Milestones Learning Center LLC

POLICY: LICENSING INFORMATION

POLICY NO.: 4

APPROVED BY: _____

EFFECTIVE DATE: _____

4.1 Licensing Statement

Milestones Learning Center LLC is licensed to operate legally by the State of Ohio Department of Job and Family Services. The rules and regulations are available upon request. The Center's licensing record for the current licensing period is posted on the Centers bulletin board located in the receptionist area and available upon request from the Administrative Director. The licensing record of Milestones Learning Center LLC, including compliance reports forms, complaint investigation reports, health and fire evaluation are also available upon request from the Ohio Department of Job and Family Services, 65 E. State Street, Columbus, Ohio 43215, 1-800-627-8133, and on-line at <http://jfs.ohio.gov/cdc>.

The numbers and ages of children we are authorized to serve are on the license posted on the bulletin board in the reception area of the Center. The phone number for licensing information is also posted in the reception area.

The state license determines the maximum teacher/child ratios to be maintained for each of the age groups as follows:

There shall be at least one child-care staff member caring for.

1. Every five infants who are less than twelve months old. Infants cared for in the same room may total twelve with two child care staff members. Thirteen with three staff members.
2. Every six infants who are at least twelve months old, but less than eighteen months old. Infants cared for in the same room may total twelve with two child care staff members.
3. Every seven toddlers who are least eighteen months old, but less than thirty months old. Toddlers cared for in the same room may total fourteen with two child care staff members.

4. Every eight toddlers who are at least thirty months old, but less than three years old. Toddlers cared for in the same room may total sixteen with two child care staff members.
5. Every twelve preschool children who are three years old. Preschool children cared for in the same room may total twenty-four with two child care staff members.
6. Every fourteen preschool children who are four years old or five years old, and who are not school children. Preschool children cared for in the same room may total twenty-eight with two child care staff members.
7. Every eighteen school age children who are kindergarten and in school through eleven years old. School age children cared for in the same room may total thirty-six with two child care staff members.
8. Every twenty school age children who are eleven years old through fourteen years old. School age children cared for in the same room may total forty with two child care staff members.

Milestones Learning Center LLC

POLICY: ENROLLMENT & FORMS

POLICY NO.: 5

APPROVED BY: _____

EFFECTIVE DATE: _____

Enrollment at Milestones Learning Center LLC is open to children from Birth to age 14. Per the ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq., enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in Milestones Learning Center LLC by completing the Enrollment Application and paying the \$55 Registration Fee. The Registration Fee is NON-REFUNDABLE .

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, medical record form, and two weeks of prepaid child-care tuition.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Milestones Learning Center LLC reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Milestones Learning Center LLC is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Milestones Learning Center LLC as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Milestones Learning Center LLC immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

5.1 Waiting List

Applications are accepted on a first come first served basis, with first priority given to the employees of Milestones Learning Center LLC. The next priority level would be given to siblings of families currently enrolled at the Center. The third level of priority would be given to the general community. Parents will be given the opportunity to enroll, as spaces become available according to priority and date of application. The waiting list guarantees the "right of first refusal" for a space when it becomes available and is then offered to the next waiting list family. When a space is offered to a waiting list family, the family must begin using the space within two weeks. In order to obtain the child's place, parents may opt to begin paying for it prior to attending, if they wish to reserve the space for an additional reasonable amount of time. Once on the waiting list, your position will remain by date of application, even if your child's age changes to the next age group, so you will not regress in position or start over in the next age group. The waiting list fee is a NON-REFUNDABLE \$25.00.

Milestones Learning Center LLC

POLICY: TUITION

POLICY NO.: 6

APPROVED BY: _____

EFFECTIVE DATE: _____

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Milestone Learning Center LLC. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$.25 per page copying fee will be charged accordingly.

6.1 Tuition and Payment Schedule

Prior to the Child's First Day of Attendance

A security deposit which represents the Required 2 weeks Parental Notice Period for cancellation must be paid and will be held by Milestones Learning Center LLC. The security deposit will be used to pay for the last 2 weeks of attendance provided the required 2 week notice of withdrawal has been given. If 2 weeks of notice is not provided any and all remaining tuition funds will be forfeited to Milestones Learning Center LLC. Each time your child is transitioned to an age group in which a difference in tuition cost exist, the difference between the 2 weeks prepaid tuition and the current tuition for the new age group will be credited to your account the first week your child attends the new age group.

1st Week of Child's Attendance

Tuition is expected to be paid no later than Friday of each week.

Full Time Tuition Rates are as follows:

Full Time is considered to be **prearranged 3 or more days a week

Infants	Birth to 18 months	\$180.00 per week
Toddlers	19 months to 2 yrs. 11 months	\$170.00 per week
Preschoolers	3 yrs to 5 yrs	\$160.00 per week
School Age	5 yrs. (Children eligible by state law to attend Kindergarten but parents have chosen not to send them.)	\$135.00 per week

Reservations will be based on space available at the time of scheduling and must be paid for no later than time of child **drop off**.

Tuition DOES NOT include fees for field trips and extra curricular activities such as special events, or programs hosted by the center.

Part Time **Daily Rates** include breakfast, lunch and snack if child is present during those times.

Part Time **Hourly Drop-In Rates** does **NOT** include breakfast, lunch or snack.

A multiple child discount for more than one sibling will be applied to the **Daily** rates only. The youngest sibling will pay the full tuition rate and each additional child's tuition rate will be discounted at 10 percent.

Part Time Daily Rates

Infants	Birth to 18 months	\$ 50 per full day
Toddlers	19 months to 2 yrs. 11 months	\$ 45 per full day
Preschoolers	3 yrs to 5 yrs	\$ 40 per full day
School Age	5 + yrs.	\$ 35 per full day

Part Time Hourly Drop – In Rates

Hourly Fees:

1 child: \$10 /hr

2 siblings: \$15/hr

3 or more siblings: \$15/hr for 2 siblings plus \$5 for each additional sibling

Preschool Only Rates

For those children who are not currently enrolled at Milestones Learning Center on a full-time basis. Preschool is included in the price of tuition for those enrolled on a full-time basis.

Preschool only rates do **NOT** include breakfast, lunch or snack.

Open to children ages 3, 4 and 5

Monday/Wednesday/Friday	9:00am – 11:30am	\$145.00 / month
Monday/Wednesday/Friday	12:30pm – 3:00pm	\$145.00 / month
Monday thru Friday	9:00am – 11:30am	\$200.00 / month
Monday thru Friday	12:30pm – 3:00pm	\$200.00/ month

Saturday Parents Night Out

Fees for children enrolled at Milestones Learning Center LLC:

1 child: \$20

2 siblings: \$25

3 or more siblings: \$30

Fees for children NOT enrolled at Milestones Learning Center LLC:

1 child: \$25

2 siblings: \$30

3 or more siblings: \$35

School Transportation Fees

Milestone's provides transportation to the following schools:

Pataskala Elementary \$ 3.00 per child per week

Kirkersville Elementary \$ 5.00 per child per week

2nd Child – Half price.

Spring Break / Christmas Break Tuition Rates

\$130.00 per week per child

Summer Activity Programs for Children Age 5 +

\$130.00 per week does not include fees for field trips and extra activities. A schedule of field trips and activities along with fees for each will be announced in March. Parents can pick and choose which events they would like for their child to participate in. **Non-Refundable** tickets for each event will be sold on a first come first serve basis. All tickets must be purchased and paid for prior to the enrollment deadline of each event in order for your child to participate. Milestone's reserves the right to cancel an event due to lack of enrollment.

Two Week Security Deposit For Summer Program

For those children who will be with us during the summer only:

The 2(two) week Security Deposit can be used for the last 2 (two) weeks of the Summer Program or for Vacations taken during the summer **ONLY** if the child will not be with us for the upcoming School Year.

For those children who will be with us during the upcoming school year:

The 2(two) week Security Deposit can be used for the upcoming School Year to secure a spot for the times the child will be in the Center.

6.2 Vacations and Child Illnesses

Milestones will allow each family 5 (five) days per child per year that can be used towards vacations or illnesses. Parents must fill out the Child Vacation / Illness form in order to receive credit towards tuition for these days. The 5 (five) days must be used within the calendar year they were granted. Parents will not receive credit for any unused days nor may any unused days be carried over to the next calendar year.

6.3 Mandatory Closures

When circumstances arise beyond the control of Milestones' management that would prevent the center from *opening* for business, such as emergency situations, parents will not be charged for those days. Should Milestones *open for business and subsequently be required to close* due to circumstances beyond the control of Milestones' management, parents will be charged for the entire day.

In cases where Licking County has declared a Level 3 snow emergency Milestones Learning Center will be required to close. Parents will be charged for the day.

6.4 Payment Methods

Payments can be made by cash, check, money order or certified check. All checks should be made out to Milestones Learning Center with the child's name clearly shown on the check. It is recommended that "For Deposit Only" be marked on the back of each check. Payments should be given to Milestones office personnel or deposited into the designated office drop box. Your canceled check will serve as your receipt for payments made by check. There will be a \$30.00 fee charged for checks returned by the bank. Returned checks will not be re-deposited. Parents will be responsible for re-issuing payment fee by certified check or money order. If at any future time the bank returns a parent's check, all future payments must be made by certified check, or money order.

6.5 LATE PAYMENTS:

Tuition is expected to be paid no later than Friday of each week. Your child(ren) will not be able to continue at the center on his/her next scheduled day of attendance unless tuition is brought current.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Milestones Learning Center LLC., however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director.

6.6 LATE PICKUP:

We realize that emergencies happen; however, it is important to pickup children on time. Late pickups take personal time away from our teachers, who have appointments and families to be with. Parents who arrive after designated pickup time will be charged a late fee of \$5 per child for every 15 minute increment. You are considered to be late if the child is not picked up by 6:00 pm and you have NOT called and prearranged with one of the Directors a new estimated time of arrival. All children must be picked up no later than 7:00 pm. NO EXCEPTIONS.

6.7 Subsidized Care

Milestones Learning Center LLC currently accepts Licking County child care subsidies only.

6.8 Scholarship Program

Milestones Learning Center LLC does not offer a scholarship program at this time.

6.9 Multiple Child Discounts

Milestones Learning Center LLC offers a multiple child discount for more than one sibling enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted at 10 percent. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

Milestones Learning Center LLC

POLICY: CONFIDENTIALITY

POLICY NO.: 7

APPROVED BY: _____

EFFECTIVE DATE: _____

Within Milestones Learning Center LLC, confidential and sensitive information will only be shared with employees of Milestones Learning Center LLC who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Milestones Learning Center LLC strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Milestones Learning Center LLC.

Outside of Milestones Learning Center LLC, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Milestones Learning Center LLC, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Milestones Learning Center LLC are strictly prohibited from discussing anything about another child with you.

Milestones Learning Center LLC

POLICY: MANDATED REPORTING OF SUSPECTED
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 8

APPROVED BY: _____

EFFECTIVE DATE: _____

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Milestones Learning Center LLC are considered mandated reporters, under this law and are required to report any suspicion of abuse or neglect to the local public children's services agency. The employees of Milestones Learning Center LLC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Milestones Learning Center LLC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Milestones Learning Center LLC can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Milestones Learning Center LLC

POLICY: PARENT CODE OF CONDUCT

POLICY NO.: 9

APPROVED BY: _____

EFFECTIVE DATE: _____

Milestones Learning Center LLC requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Milestones Learning Center LLC is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Milestones Learning Center LLC but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADUTLS ASSOCIATED WITH Milestones Learning Center LLC:

Threats of any kind will not be tolerated. In today's society Milestones Learning Center LLC can not afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Milestones Learning Center LLC:

While Milestones Learning Center LLC does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to

discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

9.4 SMOKING:

For the health of all Milestones Learning Center LLC employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Milestones Learning Center LLC. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Milestones Learning Center LLC. Please use your own code, do not give your code to anyone else. Make sure that the entrance door is closed securely behind you. Please be particularly mindful of Milestones Learning Center LLC entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Milestones Learning Center LLC:

While it is understood that parents will not always agree with the employees of Milestones Learning Center LLC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Milestones Learning Center LLC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Milestones Learning Center LLC. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

9.8 NO WEAPON POLICY

No weapons, explosives or incendiary devices will be permitted on the property of Milestones Learning Center LLC at any time including but not limited to knives, guns, clubs, mace, chains, fireworks, etc.

Milestones Learning Center LLC

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 10

APPROVED BY: _____

EFFECTIVE DATE: _____

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Milestones Learning Center LLC, as provided by law. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Milestones Learning Center LLC must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Milestones Learning Center LLC, **both** parents shall be afforded equal access to their child as stipulated by law. Milestones Learning Center LLC can not, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Milestones Learning Center LLC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Milestones Learning Center LLC staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Milestones Learning Center LLC will accompany visitors at all times, throughout the center.

Milestones Learning Center LLC will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Milestones Learning Center LLC can not have a child at the agency when the child's parent is prohibited access with the exception of foster children. Milestones Learning Center LLC will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Milestones Learning Center LLC

POLICY: DISMISSAL

POLICY NO.: 11

APPROVED BY: _____

EFFECTIVE DATE: _____

Milestones Learning Center LLC reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Milestones Learning Center LLC will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Milestones Learning Center LLC.

Milestones Learning Center LLC

POLICY: WITHDRAW

POLICY NO.: 12

APPROVED BY: _____

EFFECTIVE DATE: _____

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at Milestones Learning Center LLC. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Milestones Learning Center LLC, must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to center availability.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks notice required for withdraw.

Milestones Learning Center LLC

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 14

APPROVED BY: _____

EFFECTIVE DATE: _____

Upon arrival at Milestones Learning Center LLC, the parents or the adult dropping the child off must sign the child into care on the computer located at the front desk. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Milestones Learning Center LLC discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Milestones Learning Center LLC believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Milestones Learning Center LLC are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center a minimum of 1 hour prior to their scheduled time of arrival if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Milestones Learning Center LLC will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center a minimum of 1 hour prior to their scheduled time of arrival so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school. Parents also need to inform the Center if breakfast or lunch is to be saved for your child.

In instances of school delays and closings, parents are required to notify the center as to whether or not their child will be attending for that day and the approximate time of arrival. In instances of delay, Milestones Learning Center LLC will provide additional staff to meet and maintain staff to child ratios. In cases where the child is scheduled to be at Milestones Learning Center LLC whether in the morning or afternoon, and no notification of absence has been given by the parents, a staff member at Milestones Learning Center LLC will contact the parents to determine the whereabouts of their child.

14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

Milestones Learning Center LLC reserves the right to refuse admission to any child at any time with or without cause.

Milestones Learning Center LLC strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.

4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Milestones Learning Center LLC if the child were to be present at the center.
5. Parents failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Reimbursement of tuition for days when your child is refused admission to the program will be evaluated on a case by case bases.

Milestones Learning Center LLC

POLICY: PICK UP PROCEDURES

POLICY NO.: _____ 15 _____

APPROVED BY: _____

EFFECTIVE DATE: _____

Parents or other authorized adult are required to sign their child out of care on the computer located at the front desk. Parents and other authorized adults may be required to show picture ID before access to the center is granted. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day.

Parents or persons designated to act as an authorized adult are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Parking spaces are available in the drive in front of the center for 15 minutes or less time. If you will be spending 15 minutes or more in the center or for scheduled conferences, please park in the large area to the north (right) of the building as you come up the front drive.

15.1 LATE PICK-UP:

We realize that emergencies happen; however, it is important to pickup children on time. Late pickups take personal time away from our teachers, who have appointments and families to be with. Parents who arrive after designated pickup time will be charged a late fee of \$5 per child for every 15 minute increment. If parents are more than 1 hour late, and we are unable to contact anyone listed on the enrollment form, we are required to call the proper authorities.

All measurements of time are to be according to Milestones Learning Center LLC'S clock located in the front desk area.

It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Milestones Learning Center LLC will contact local police and/or the other custodial parent should a parent appear to the staff of Milestones Learning Center LLC to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Milestones Learning Center LCC staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Milestones Learning Center LLC to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Milestones Learning Center LLC will contact the child's parents, local police and Child Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Milestones Learning Center LLC. Parents will also be required to make an appointment for all designated Emergency/Alternate pickup persons to be photographed at Milestones Learning Center LLC for identification purposes. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to make sure that all persons listed on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues.

The persons on the Emergency/Alternate pick-up form will be required to provide a photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Milestones Learning Center LLC reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

Milestones Learning Center LLC

POLICY: TRANSPORTATION

POLICY NO.: 16

APPROVED BY: _____

EFFECTIVE DATE: _____

Periodically, field trips and outings will be scheduled at Milestones Learning Center LLC. Milestones Learning Center LLC will adhere to licensing policy 5101:2-12-18 while transporting children which states that a second adult shall be present in the vehicle for every five infants or a combination of seven or more toddlers, preschool and school age children. Company and parent volunteer vehicles will be secured for transportation. Center staff members who have completed a required driving course will drive the vehicles. At least one staff member present on all trips will have current first-aid, CPR training certification. Parents will receive specific permission forms prior to the day of the trip. The forms must be signed and returned to the center in order for the child(ren) to participate on the trip.

For routine trips, Milestones Learning Center LLC vehicles or contracted vehicles will be secured for transportation. Center staff members who have completed a required driving course will drive the vehicles. Parents will receive specific permission forms to be signed and returned prior to the first scheduled transportation day.

The following schools will provide bus transportation to and from Milestones Learning Center: Etna Kindergarten, Etna Elementary, and Watkins Middle School.

Milestones Learning Center will provide transportation to Pataskala Elementary and Kirkersville Elementary.

Milestones will consider providing transportation to other schools or churches not listed above on a case by case basis. Please see the Center Administrative or Business Director if you have an additional need.

Transportation fees may be applied.

In the cases of serious injury or illness the primary means of transportation will be the local emergency squad. In situations in which the emergency squad is not available the child's parents or center van will be used.

Milestones Learning Center LLC

POLICY: SCHOOL CALENDAR

POLICY NO.: 17

APPROVED BY: _____

EFFECTIVE DATE: _____

Milestones Learning Center LLC will be open Monday thru Friday 6:00 AM till 6:00 PM. Prearranged extended morning and evening HOURLY spaces may be available based on staff availability and demand.

Milestones Learning Center LLC will be closed 2 days out of the year for Teacher – In – Service. These days will be announced at a minimum of 2 months in advance. MLC will also be closed on the following holidays:

New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas Day

When one of the above holidays falls on a Sunday, it will be observed the following Monday. Likewise, if the holiday falls on a Saturday, it will be observed the preceding Friday.

Milestones Learning Center will be closed on Level 3 Snow Emergencies **only**.

Parents Saturday Night Out, Once a Month, from 4 PM till 11 PM

Kids will get to enjoy dinner, movies, games, arts, crafts, and a snack while parents enjoy a night to themselves. If children become tired and would like to lay down, staff will provide a clean cot for them.

(Milestones Learning Center LLC reserves the right to cancel parent's night out due to inclement weather or low enrollment.)

Milestones Learning Center will adhere to the staff/child ratios and supervision of children as outlined in Policy 19.3 which is in accordance with Ohio Department of Job & Family Services Licensing.

Milestones Learning Center LLC

POLICY: EMERGENCY CLOSING AND INCLEMENT
WEATHER INFORMATION

POLICY NO.: 18

APPROVED BY: _____

EFFECTIVE DATE: _____

In the event of an emergency closing and/or inclement weather such as a Level 3 snow emergency, parents will be notified of the closing by TV channel 4, radio station WCLT T100 FM, and a message on schools answering machine.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the alternate pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate pick up location if one is specified.

Milestones Learning Center LLC

POLICY: CURRICULUM INFORMATION

POLICY NO.: _____ 19 _____

APPROVED BY: _____

EFFECTIVE DATE: _____

19.1 CLASS ASSIGNMENTS

Children are assigned to individual rooms based on many factors, such as chronological age, cognitive, social, emotional development and classroom makeup. The Center Director determines these room assignments with input from the parents and classroom teachers.

Milestones Learning Centers age groups are:

Infants Birth to 18 months

Our infant program is planned to meet the unique and individual needs of each infant by providing a comfortable, nurturing environment in which each infant receives love, security, encouragement, respect, and activities that promote cognitive, physical, emotional and social development for each infant at his/her own rate in his/her own way.

Toddlers – 18 months to 3 years

Our toddler rooms are influenced by the philosophy of many developmentally appropriate theorists including Maria Montessori and the Reggio Emilia program. “Follow the child” which offers a prepared environment in which the child directed curriculum allows the children to individually choose the activities in which they are interested. Activities that promote gross motor, fine motor, literacy, music, art, dramatic play and sensory development are available throughout the day.

Preschool – 3 years

In order to become a lifelong learner, children must interact with their physical and social environments and interpret their experiences of them. Classroom structure and curriculum take into account the developmental stage of each child. Our center firmly believes in the guidelines established by the National Association for the Education of the Young Child for Best Practice and implements them into your child’s daily activities. We also are familiar with the Ohio Content Standards for kindergarten and incorporate those standards into your child’s day.

Preschool – 4 and 5 years of age

Teachers pay close attention to the interests of the children, capitalizing upon that interest to build a well-rounded program that addresses all areas of learning. An emphasis on literacy skills is woven through each activity. Our teachers seek to make use of your child’s natural desire to gain knowledge and their large capacity for curiosity and amazement.

School age – any children that would be permitted to attend Kindergarten through 8th grade
Milestones Learning Center LLC promotes an environment that encourages children to be lifelong learners. Teachers act as guides, facilitators with expectations, as they plan for and implement experiences from which children construct meaning with increasing depth and complexity. Each child is valued as a learner, teacher and classmate. Children not only need to learn about living, working, and playing together, they need to learn by living, working, and playing together. Developing a sense of community and of social responsibility are recurring themes in our classrooms.

It is our hope at Milestones Learning Center LLC to provide experiences for your child(ren) that helps them;

- Learn to relate, participate and care
- Learn to live full, healthy lives
- Learn to create purposeful futures
- Learn to act ethically
- Learn to learn
- Learn to think, know and understand

19.2 DAILY SCHEDULE OF ACTIVITIES

***Infants Birth to 12 months
And
12 months – 18 months***

TIME	DESCRIPTION	GOAL
6:00am-8:00am	Arrival of infants. Greetings, Health check, Arrangement of personal items, Organization of formula and medicines, Feedings, Diapering, wash hands, inside play, reading, relaxation, AM snack.	Self-esteem, social development, literacy, discovery, hygiene, nutrition, songs and finger plays, art and creative expression, cognitive experiences.
8:00am-8:30am	Feedings, Diapering for late arrivals, wash hands, breakfast.	Self-esteem, self-expression, social development, hygiene, discovery, literacy, small and large muscle, songs and finger plays, art and creative expression, cognitive experiences.
8:30am-9:00am	Teacher planned activities, music, movement, art, motor skill development, sensory activities.	Large muscle development, social development, physical growth, discovery, sensory development.
9:00am-9:30am	Preparation for outside. Outside play or vigorous activity inside.	Social development, manners, hygiene, nutrition.
9:30am-3:00pm	Preparation for various types of feeding, diaper changing, washing hands. Free choice for those who have finished eating. Quiet time (naps for those who desire), continuation of free choice and teacher-directed activities for those who are awake, room clean-up, washing of toys etc.	Rest and relaxation, Self-esteem, self-expression, social development, discovery, literacy, small and large muscle, sensory development, discovery.
3:00pm-6:00pm	Children waking up, diapering if needed, hand washing, snack time, and teacher directed activities, vigorous outdoor or indoor play.	Self-esteem, self-expression, manners, hygiene, nutrition, sensory development, songs and finger plays, art and creative expression, cognitive experiences, discovery, small and large muscle, physical growth.

* Diaper changing and feeding will occur as often as needed throughout the day.

* If the outdoor temperature is between 32 and 90 degrees Fahrenheit, taking into account wind chill factor and humidity, outdoor play will be offered on a daily basis. The center will adhere to licensing rule 5101:2-12-14 in regards to equipment and playground safety.

Toddlers 19 months to 3 years

TIME	DESCRIPTION	GOAL
6:00am-7:30am	Arrival of toddler, greet children and parents/guardians, health check, hands washed, arrangement of personal items, organization of food and medicines, child centered activities and snack, diaper change/toilet, wash hands.	Self-esteem, social development, literacy, discovery, cognitive experiences, self-expression, manners and hygiene
7:30am-8:00am	Breakfast, clean up, wash hands and face, diapering if needed.	Manners and hygiene, nutrition, social development, manners and hygiene
8:00am-9:30am	Wash hands and face, diapering if needed. Teacher centered activities, circle time, reading, letters numbers, art.	Nutrition, social development, manners, hygiene.
9:30am-10:00am	Child centered activities, art, science, sand/water table, dramatic play, books, blocks, climbing, sliding, stair climbing, puzzles, and pegs.	Self-expression, social development, listening, small muscle, self-control, creativity, communication
10:00am-11:00am	Preparation for outdoor play, outdoor activities, indoor play if weather does not permit outdoor activities.	Large muscle, social development, responsibility manners, discovery ,sensory development, communication, independence, problem solving, hygiene
11:00am-11:30am	Prepare for meal. Eat lunch, wash hands and face, diaper change if needed/toilet	Nutrition, manners, hygiene, social development
11:30am-12:00am	Quiet time with books, getting ready for nap	Literacy, self-control
12:00pm-2:30pm	Nap time, Quiet time for those not napping or early risers	Rest and relaxation
2:30pm-3:00pm	Wake up, diaper change/toilet, wash hands for snack	Self–esteem, hygiene, manners
3:00pm-3:30pm	Snack time, wash hands and face	Nutrition, social development, manners, hygiene.
3:30pm-4:00pm	Music and movement	Social development, cognitive, small muscle, self-expression, creativity, communication, independence, problem solving, responsibility.
4:00pm-4:30pm	Child centered activities, prepare for departure, diaper change as needed/toilet, gather personal items, beginning of arrival of parents/guardians.	Large muscle, social development, responsibility, manners, discovery, sensory development, communication, independence, problem solving.
4:30pm-6:00pm	Wash hands, sunscreen, and preparation for outdoor play. Outdoor activities, indoor play if weather does not permit outdoor activities.	Social development, listening, self-control, cognitive development, self-expression, manners, cognitive.

*** Diaper changing will occur as often as needed throughout the day.**

*** Snacks will be provided at morning and afternoon for children to eat when hungry**

*** If the outdoor temperature is between 32 and 90 degrees Fahrenheit, taking into account wind chill factor and humidity, outdoor play will be offered on a daily basis. The center will adhere to licensing rule 5101:2-12-14 in regards to equipment and playground safety.**

Preschool 3 year olds

TIME	DESCRIPTION	GOAL
6:00am-7:30am	Arrival, greeting of children and parents/guardians, arrangement of personal items, organization of medicines, health check, child centered activities. Snack	Self-esteem, social development, discovery, sensory, independence.
7:30am-8:00am	Wash and sit for breakfast	Manners, hygiene
8:00am-8:30am	Breakfast, clean up, wash hands and face, toileting.	Large muscle, social development, sensory, discovery.
8:30am-10:00am	Preparation for outdoor play, vigorous outdoor play, indoor play if weather does not permit outdoor activities.	Large muscle, social development, sensory, discovery
10:00am-10:45am	Child centered activities; climbing, sliding, stair climbing, puzzles, pegs, blocks, books, music, art, dramatic play, sensory activities.	Social development, cognitive development, problem solving, manners, listening, small muscle, self-esteem, self-control, discovery.
10:45am-11:00am	Wash hands for lunch	Hygiene
11:00am-11:30am	Eat lunch, wash hands and face	Manners, nutrition, hygiene
11:30am-11:45am	Quiet time getting ready for nap, toilet, book	Literacy, self-control
11:45am-2:30pm	Nap, quiet time for those not napping or early risers.	Rest and relaxation
2:30pm-3:00pm	Wake up, toilet, wash hands	Self-esteem, hygiene, manners
3:00pm-3:30pm	Wash for snack, eat snack	Manners, hygiene, nutrition
3:30pm-5:15pm	Preparation for outdoor play, vigorous outdoor play, indoor play if weather does not permit outdoor activities.	Large muscle, social development, discovery, sensory, problem solving.
5:15pm-6:00pm	Child centered activities, prepare for departure, toilet as needed, gather personal items, beginning arrival of parents/guardians	Social development, cognitive development, problem solving, manners, listening, small muscle, self-esteem, self-expression, sensory, literacy

*** Toileting will occur as often as needed throughout the day.**

*** Snacks will be provided at morning and afternoon for children to eat when hungry**

*** If the outdoor temperature is between 32 and 90 degrees Fahrenheit, taking into account wind chill factor and humidity, outdoor play will be offered on a daily basis. The center will adhere to licensing rule 5101:2-12-14 in regards to equipment and playground safety.**

Preschool 4 and 5 year olds

TIME	DESCRIPTION	GOAL
6:00am-8:00am	Arrival, greeting of children and parents/guardians, arrangement of personal items, organization of medicines, health check, child centered activities, snack available.	Self-esteem, social development, responsibility, discovery, independence.
8:00am-8:30am	Wash and sit for breakfast	Manners hygiene
8:30am-9:00am	Breakfast	Nutrition, social development
9:00am-10:00am	Preparation for outdoor play, vigorous outdoor play, indoor play if weather does not permit outdoor activities	Social development, self-control, listening, cognitive development, large muscle, sensory, discovery
10:00am-11:00am	Teacher centered activities; circle time, music, stories, games, weather, numbers, letters, words, social studies, sharing, books.	Social development, cognitive development, manners, listening small muscle, self-esteem, self-control discovery, problem solving, self-expression.
11:00am-11:30am	Wash hands for lunch	Hygiene
11:30am-12:00am	Eat lunch, wash hands and face	Nutrition, manners, hygiene.
12:00am-12:30am	Quiet time activities: books puzzles while getting ready for nap, toileting.	Literacy, self-control
12:30am-2:30pm	Nap: quiet time for those not napping or early risers.	Rest and relaxation.
2:30pm-3:00pm	Wake up, toileting, wash hands.	Self-esteem, hygiene, manners.
3:00pm-3:30pm	Snack	Nutrition, social development, manners
3:30pm-4:30pm	Preparation for outdoor activities; vigorous outdoor activities, indoor play if weather does not permit outdoor activities.	Large muscle, social development, sensory, discovery, problem solving self-expression.
4:30pm-5:30pm	Child centered activities; art, science, sand/water table, games, dramatic play, puzzles, pegs, blocks, books, music.	Social development, cognitive, small muscle, self-expression, creativity, communication, math, science, n umbers, letters, social studies, literacy, weather, art
5:30pm-6:00pm	Child centered activities or continuation of project work, prepare for departure, toileting as needed, gather personal items, beginning arrival of parents/guardians.	Social development, cognitive development, manners, listening, small muscle, self-esteem, self-expression, self-control, discovery, problem solving.

* Toileting will occur as often as needed throughout the day.

* Snacks will be provided in the morning and afternoon for children to eat when hungry.

* If the outdoor temperature is between 32 and 90 degrees Fahrenheit, taking into account wind chill factor and humidity, outdoor play will be offered on a daily basis. The center will adhere to licensing rule 5101:2-12-14 in regards to equipment and playground safety.

School-age all day at the center, before and after school

TIME	DESCRIPTION	GOAL
6:00am-7:30am	Arrival, greeting of children and parents/guardians, arrangement of personal items, organization of medicine, health check, child centered activities, snack available, departure of before and after school age children	Self-esteem, social development, responsibility.
7:30am-8:30am	Preparation for breakfast and breakfast	Hygiene, manners, nutrition
8:30am-10:00am	Preparation for outdoor activities; outdoor activities, vigorous outdoor play, indoor play if weather does not permit outdoor activities.	Large muscle, social development, sensory, discovery, problem solving.
10:00am-10:45am	Circle time; stories, songs, games, weather, numbers, letters, words, social studies, sharing, science.	Social development, self-control, listening, cognitive development, math, science, numbers, letters, social studies, literacy, weather, art, literacy.
10:45am-11:00am	Wash hands and face for lunch	Hygiene
11:00am-11:30am	Eat lunch, wash hands and face	Nutrition, manners, hygiene.
11:30am-12:00pm	Rest time	Rest and relaxation
12:00pm-1:00pm	Quiet activities; not all areas open	Social development, cognitive development, small muscle, creativity, communication, literacy.
1:00am-3:00am	Child centered project work, snacks available	Discovery, problem solving, math, science, art, creativity, responsibility, independence, self-expression, literacy, nutrition
3:00pm-4:30pm	Outdoor activities; re-entry of before and after school age children, outdoor play if weather permits.	Large muscle, social development, sensory, discovery, problem solving, self-expression.
4:30pm-6:00pm	Homework or special child centered projects and events, preparation for departure	Discovery, problem solving, math, science, literacy, language, social studies

* Snacks will be provided at morning and afternoon for children to eat when hungry

* If the outdoor temperature is between 32 and 90 degrees Fahrenheit, taking into account wind chill factor and humidity, outdoor play will be offered on a daily basis. The center will adhere to licensing rule 5101:2-12-14 in regards to equipment and playground safety.

19.3 STAFF TO CHILD RATIOS AND SUPERVISION PLAN

The state license determines the maximum teacher/child ratios to be maintained for each of the age groups as follows:

There shall be at least one child-care staff member caring for.

1. Every five infants who are less than twelve months old. Infants cared for in the same room may total twelve with two child care staff members.
2. Every six infants who are at least twelve months old, but less than eighteen months old. Infants cared for in the same room may total twelve with two child care staff members.
3. Every seven toddlers who are at least eighteen months old, but less than thirty months old. Toddlers cared for in the same room may total fourteen with two child care staff members.
4. Every eight toddlers who are at least thirty months old, but less than three years old. Toddlers cared for in the same room may total sixteen with two child care staff members.
5. Every twelve preschool children who are three years old. Preschool children cared for in the same room may total twenty-four with two child care staff members.
6. Every fourteen preschool children who are four years old or five years old, and who are not school children. Preschool children cared for in the same room may total twenty-eight with two child care staff members.
7. Every eighteen school age children who are kindergarten and in school through eleven years old. School age children cared for in the same room may total thirty-six with two child care staff members.
8. Every twenty school age children who are eleven years old through fourteen years old. School age children cared for in the same room may total forty with two child care staff members.

The licensing record of Milestones Learning Center LLC, including compliance reports, health and fire evaluation are posted in the entrance of Milestones

Learning center and are available upon request from the Department of Job and Family Services, 65 E. State Street, Columbus, Ohio 43215

In addition to adhering to the staff/child ratio, Milestones Learning Center LLC staff will be within sight and hearing of all children with the exception of school age children. School age children may be allowed to run errands within the facility. Staff will radio to make sure that a staff is present at the destination of the school age children running the errands. During this time, staff members will be within either sight or hearing of the children. Staff members will actively observe and guide children in daily activities and have knowledge of children's needs as well as their whereabouts.

19.4 NAP/REST TIME

Each afternoon there is a quiet time for all children. Depending upon their age, children are expected to rest quietly in cribs, on cots, or engage in quiet activities, allowing those who need to sleep the opportunity to do so. Infants however, sleep on demand, according to each infant's own schedule. A favorite blanket and/or pillow or stuffed animal may be sent to the Center for your child to cuddle with at naptime. Milestones Learning Center LLC will launder these items weekly. Cots and cribs are disinfected weekly. If you choose to laundry your child's items PLEASE remember to take them home weekly (or they will be laundered at the Center) and BRING them back after the weekend.

19.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

All children:

Are required to have a pair of tennis shoes or closed toe and closed back shoe that can be worn outside. These can be left at the center for your child to change into. A change of clothes in case of accidents, messy projects, or spills is also required.

Infants: Parents are required to bring all items needed for their child. Which may include but is not limited too- diapers, formula, wet-wipes, clothing, diaper cream and powder if it is to be used every time your child is changed. If not see "medication" for instruction.

Toddlers: Parents are required to bring all items needed for their child. Which may include but is not limited too- diapers, pull-ups, formula, baby food, wet-wipes, clothing, diaper cream and powder if it is to be used every time your child is changed. If not see "medications" for instruction.

Preschool: Parents are required to bring all items needed for their child. Which may include but is not limited too- pull-ups, underwear, clothing, and any special food items.

School age: Parents are required to bring all items needed for their child. Which may include but are not limited too- clothing, and any special food.

NOT ALLOWED VISIBLE AT CENTER:

Electronic games, videos (unless special permission has been given), cell phones, knives, guns, lighters, fingernail polish or remover, make-up, MP3's, CD or tape players, or TV's.

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS

During the week of your child's birthday a store bought snack may be provided for the entire class on Friday or the last day of the week in which your child is scheduled to attend MLC in celebration of their special day.

19.7 PARENT/TEACHER CONFERENCES/COMMUNICATION

At Milestones Learning Center LLC we pride ourselves on effective communication with parents/guardians. Our open-door policy means we encourage you to visit the center at any time and we are always open to your suggestions or questions concerning your child's day. We offer many ways to communicate. Our staff is available on a daily basis to listen and discuss your wishes regarding your child's needs. We also communicate through our newsletter, daily reports from teachers and the parent cubbies located in the entrance. Additionally, please feel free to call whenever you have questions or concerns. For lengthy conversations or conferences please call and schedule an appointment with your child(ren)'s teacher or the Director.

Your child(ren) will be assigned a cubby in their classroom for coats, shoes, other items and especially for communication. Please check the child's cubby and the parent cubbies daily for messages, newsletters, and your child's daily work.

19.8 TRANSITION TO NEXT AGE GROUP

As your child approaches the next age group that would mandate he or she moves to another classroom, Milestones Learning Center LLC will make every attempt to have this transition be a positive and exciting change. Parents/guardians will be notified and asked to sign a transition letter for each child at a minimum of one month prior to the actual transition. Your child will then be able to spend time in the next classroom several times a week to become familiar with the teacher, the room, the schedule and the other children. Some children adjust easily to this, but for others it may be difficult. Both reactions are normal. Children are individuals who react to situations differently. We will work with you and your child to overcome any barriers.

Milestones Learning Center LLC

POLICY: DISCIPLINE

POLICY NO.: 20

APPROVED BY: _____

EFFECTIVE DATE: _____

Teaching children appropriate behavior is discipline. Discipline is not punishment. If conflicts occur, all of Milestones Learning Center’s employees will strive to help children find alternate modes of behavior and explain why inappropriate behavior is not acceptable. Employees will try to identify potential conflicts before they occur and to help children before problems develop. Constructive, developmentally appropriate child guidance and management techniques are used at all times, and may include redirection, separation from a problem situation, talking with the child about the situation, and praising the child for appropriate behavior. All of Milestones Learning Center’s employees will strictly adhere to the discipline guidelines set forth by the Ohio Child-Care Licensing Code. It is also expected that all parents and volunteers will also adhere to the discipline guidelines set forth by the Ohio Child-Care Licensing Code while participating in Milestones Learning Center’s sponsored activities. That code includes the restrictions listed below.

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, shaking, spanking or biting.
2. No discipline technique shall be delegated to any other child.
3. No physical restraints shall be used to confine a child.
4. No child shall be placed in a locked room or confined in a closed area such as a closet, a box, or similar cubical.
5. No child shall be humiliated or subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child’s age or circumstances, and the child shall be within sight and hearing of a child-care staff member in a safe, lighted, well ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in the center’s care.

Milestones Learning Center LLC

POLICY: TOYS FROM HOME

POLICY NO.: 21

APPROVED BY: _____

EFFECTIVE DATE: _____

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Milestones Learning Center LLC staff for safety and appropriateness, and may be prohibited at the sole discretion of Milestones Learning Center LLC.

Milestones Learning Center LLC

POLICY: DRESS CODE

POLICY NO.: 22

APPROVED BY: _____

EFFECTIVE DATE: _____

22.1 CHILDREN

Clothing: Daily needs, outdoor play, weather related needs

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. (If the outdoor temperature is between 32 and 90 degrees Fahrenheit, taking into account wind chill factor, rain, snow and humidity, outdoor play will be offered on a daily basis). Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. Please do not send your child in their "Sunday" best.

Parents are discouraged from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are permitted to wear open toed, and/or open backed shoes but they must have a pair of closed toed, and closed backed shoes on-site at Milestones Learning Center LLC at all times. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times along with a toothbrush and water bottle. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times along with a toothbrush and water bottle. A complete change of clothing includes shirts, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items and toothbrushes must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. Milestones Learning Center LLC is not responsible for lost or damaged items of clothing.

Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Milestones Learning Center LLC will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be asked to take it with them, or it will be placed in the child's cubby until pickup time if it is discovered after the parent leaves.

When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Milestones Learning Center LLC.

Milestones Learning Center LLC is not responsible for damage to or loss of articles of clothing.

22.2 PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at Milestones Learning Center LLC, or involved in any Milestones Learning Center LLC sponsored events. Inappropriate clothing would include but not be limited to, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 ½ years of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Jewelry:

While volunteering in the classroom or at any Milestones Learning Center LLC sponsored event, parents working directly with children need to be mindful of the type of jewelry they wear as it can present a safety risk to the parent as well as to the children.

Milestones Learning Center LLC

POLICY: FIELD TRIPS AND EXTRA CURRICULAR ACTIVITIES POLICY NO.: 23

APPROVED BY: _____ EFFECTIVE DATE: _____

Milestones Learning Center LLC frequently supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher.

Milestones Learning Center LLC provides all required supervision for all field trips and will meet or exceed ODJFS'S staff to child ratio requirements, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Milestones Learning Center LLC sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day fee will be charged if the parents are not attending the field trip, as well as the cost of the trip and signed permission slip will be due prior to the date of the trip. If the parents choose to attend the field trip only the cost of the field trip itself and signed permission slip will be due prior to the date of the trip.

On-site swimming will be limited to wading pools 2 feet and under in depth and only used when supervised by adult staff. Off-site swimming for preschool and school age children maybe offered at local pools providing lifeguards. Swimming rules will be discussed prior to each swimming field trip and written permission must be granted on a per trip basis from parents prior to their child's attendance.

Milestones Learning Center LLC

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 24

APPROVED BY: _____

EFFECTIVE DATE: _____

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Milestones Learning Center LLC reserves the right to make Volunteer assignments.

A roster of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

Milestones Learning Center LLC

POLICY: HEALTH AND SAFETY

POLICY NO.: 25

APPROVED BY: _____

EFFECTIVE DATE: _____

25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information which includes a Health and Enrollment Form and Medical Form. The packet of information is to be returned to the center's office prior to the child's first day of attendance however due to scheduling of doctors appointments the Medical Form **must** be returned to the center no later than 2 weeks after the child's first date of attendance. All children are required to have a complete up to date immunization record on file at Milestones Learning Center LLC. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the Center Director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

The Health and Enrollment as well as the Medical Form must be updated yearly. Failure to do so is grounds for dismissal of your child from Milestones Learning Center LLC.

25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Milestones Learning Center LLC from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the

"Authorization for Emergency Care for Children with Severe Allergies" form provided Milestones Learning Center LLC exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

25.3 COMMUNICABLE DISEASES

Milestones Learning Center LLC follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Center Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC) 1-800-424-2460. Milestones Learning Center LLC will have a minimum of one staff person trained in the management of communicable diseases on-site at all times.

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached, but can not pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease, which include but are not limited to; a 101 Degrees Fahrenheit or higher temperature with no other symptoms, a temperature of at least 100 Degrees Fahrenheit when in combination of any other sign or symptom of illness, 3 or more loose stools in a 24 hour period, severe coughing (causing the child to become red or blue in the face or to make a whooping sound), difficult or rapid breathing, yellowish skin or eyes, redness of the eye, thick and purulent (pus) discharge, matted eyelashes, burning or itching of the eyes, untreated infected skin patches, unusual spots or rashes, unusually dark urine and/or gray or white stools, stiff neck with an elevated temperature, evidence of untreated lice, scabies, or other parasitic infestations, sore throat or difficulty in swallowing, vomiting more than one time or when accompanied by any other sign or symptom of illness.

In the case of infants, Milestones Learning Center LLC will place a courtesy call to parents in the event of **ANY** change in behavior or physical symptoms. Parents will not be required to pick their infant up unless they exhibit any of the above mentioned symptoms.

Any child with the above mentioned symptoms will be isolated in the Directors office till parents or emergency contact arrives to pick them up. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Milestones Learning Center LLC reserves the right to refuse to allow a child to return if the Center Director or designee believes the child to be too ill to participate in the program.

If your child will be absent due to illness, we request that you notify the center Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be posted on the bulletin board located in the reception area of the center. Milestones Learning Center LLC will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

25.4 BITING

Milestones Learning Center LLC recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior.

Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can not be disclosed. The staff of Milestones Learning Center LLC can not discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

25.5 DISPENSING MEDICATION

Milestones Learning Center LLC will dispense prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Milestones Learning Center LLC will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form for the duration that the medication is to be dispensed. Medication Forms can be obtained from the Director. Medication Forms, doctor's notes and medication are to be turned into the Director. The administration of medication other than over-the-counter topical creams will only be done by designated staff who have completed and passed the Administration of Medication training approved by ODJFS.

Milestones Learning Center LLC will dispense over-the-counter, pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis. Parents are required to complete a Medication Form for the duration that the medication is to be dispensed. Medication Forms can be obtained from the Director. Medication Forms, doctor's notes and medication are to be turned into the Director. The administration of medication other than over-the-counter topical creams will only be done by designated staff who have completed and passed the Administration of Medication training approved by ODJFS. Parents are required to supply an unopened bottle of the pain medication clearly labeled with their child's name. (One note and bottle of pain medication is required per child.)

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

If an over the counter medication does not specify your child's age and weight a medical form (supplied by MLC) must be filled out by the attending physician and on file at MLC before medication can be given.

Non-Prescription topical products or lotions need to be approved by the Director before Milestones Learning Center LLC can dispense.

25.6 FIRE/EMERGENCY DRILLS

Milestones Learning Center LLC conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait in their car with their child until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

25.7 ALTERNATE SAFE LOCATION

Should the administration of Milestones Learning Center or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to *Pataskala Nazarene Church, 8100 Hazelton Etna Road, Pataskala, Ohio 43062*. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in a general incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report.

Should your child be involved in a serious incident/accident during the course of the school day that would require emergency medical treatment, professional consultation or transportation for emergency treatment Milestones Learning Center will do the following:

- Take care of the child in the best way possible.

- If the child needs to be transported a staff member will accompany the child and wait till the parents/guardians arrive.

- Parents/guardians will be contacted as soon as possible and given all information known at the time.

- An incident/accident report form will be completed and placed in the parent's mailbox in the entrance to Milestones.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. A copy of the incident / accident report will be made available to you to take home. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

25.9 FOODS

Milestones Learning Center LLC is a participant in the Child and Adult Care Food Program. Milestones Learning Center LLC will provide a healthy breakfast, lunch and afternoon snack according to each child's age group schedule with the exception of those children whose daily food is provided by the parents due to the child's age. A list of the daily meals and snacks available to the children will be posted in the kitchen on a WEEKLY basis.

Milestones Learning Center LLC'S meals shall meet one third of the recommended daily dietary allowances as most recently specified by the United States Department of Agriculture Child and Adult Care Food Program – Child Care Component. This includes at a minimum, one serving of fluid milk, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread and grains.

All age groups:

For any parent not wanting their child to partake in the Meals and snacks provided by Milestones Learning Center LLC, all food items brought into the Center must be labeled with your child's name. Milestones Learning Center LLC does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Milestones Learning Center LLC never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers for classroom lessons.

FULL NONDISCRIMINATION STATEMENT

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

Infant through 2 ½ year old age groups:

Milestones Learning Center LLC will provide a healthy breakfast between 7:30 and 8:00 am, lunch between 10:30 and 11:00 am and an afternoon snack including water, fruit juice and/or milk for those infants eating Milestones Learning Center's meals. A list of the daily meals and snacks available to the children will be posted in the kitchen on a WEEKLY basis.

For children enrolled in the infant through 2 ½ year old classrooms whose parents are not wanting the Center to supply their food, must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breastmilk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved.

Parents must provide and label all formula and food necessary for feedings. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. Appropriate, private feeding locations will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

3 year and older classrooms:

Milestones Learning Center LLC will provide a healthy breakfast between 8:00 am and 9:00 am, lunch between 11:00 am and 12:00 pm and an afternoon snack including water, fruit juice and/or milk. A list of the daily meals and snacks available to the children will be posted in the Kitchen on a WEEKLY basis.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat all of the food groups served.

Milestones Learning Center LLC curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents not wanting the Center to supply food for their child, are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), fruit and vegetable, and a drink. Milestones Learning Center LLC will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables and the like. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satisfied, but not so much that food is wasted. Milestones Learning Center LLC is required by law to make sure your child is offered a complete balanced meal. Milestones Learning Center LLC will offer your child the required food group that is missing.

Milestones Learning Center LLC does not allow candy bars, sodas, or candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home.

Milestones Learning Center LLC prohibits any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should be given to the directors or kitchen staff, by the parent, to be placed in the refrigerator and designated for your child's use only.

All food items provided in your child's lunch must be labeled with your child's name. Simply labeling the child's lunch box/bag is not sufficient. Children will not be permitted to consume any food item not labeled with his/her name.

25.10 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

25.11 ROSTER OF PARENT/GUARDIAN NAMES AND TELEPHONE NUMBERS

A roster of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

Milestones Learning Center LLC

POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY

POLICY NO.: 26

APPROVED BY: _____

EFFECTIVE DATE: _____

The staff of Milestones Learning Center LLC is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Milestones Learning Center LLC'S staff will have their services terminated and any remaining tuition will be forfeited. Staff who become employed by current or former clients of Milestones Learning Center LLC will have their employment with Milestones Learning Center LLC terminated.

Employment refers to any relationship outside of the agency's services which involves an employee of Milestones Learning Center LLC to interact with a current or former client's of Milestones Learning Center LLC. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Milestones Learning Center LLC

POLICY: AGENCY CONTACT INFORMATION

POLICY NO.: 27

APPROVED BY: _____

EFFECTIVE DATE: _____

Milestones Learning Center LLC

8970 Hazelton Etna Road
Pataskala, Ohio 43062
(740) 973-9190

Tax ID# 55-0893187

License # 409754

Administrative Director

Cindy Andrews

Business Director

Nancy Anderson

Once a year you will have the opportunity to formally evaluate our Center. Milestones Learning Center will set our evaluation date for early April and then use the evaluation data to set goals for the upcoming year. If you have a concern or a suggestion, you do not need to wait until April. Please feel free to state your concerns or suggestions at any time to your child's teacher. If you feel your concern needs further attention you may approach the Center Director who will be available Monday through Friday 9:00am to 10:00am, and 4:00pm to 5:00pm or by appointment. If you are unable to resolve your concerns with the Center Director, you may contact the Ohio Department of Job and Family Services, 65 E. State Street, Columbus, Ohio 43215, 1-800-627-8133.

Milestones Learning Center will have available upon request, a roster that includes all names and telephone numbers of the parents of enrolled children except for those parents who have requested not to be included.

