

HIGH ENERGY CLUB OF WOOSTER TOWNSHIP

PARENT HANDBOOK



**Bonnie Miller, Administrator
330/466-5807**

**Michelle Beckler/Jackie Hamilton, Owners
330/264-1155**

HIGH ENERGY CLUB OF WOOSTER TOWNSHIP

SCHOOL-AGE PROGRAM

WELCOME!

The High Energy Club of Wooster Township would like to extend the warmest welcome to you and your child.

The program is a division of Kids & Giggles located in Wooster.

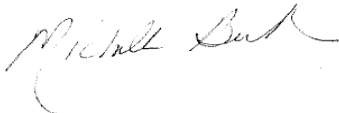
We are so pleased that you have chosen to become a part of Triway Local Schools latchkey child care program. It is our desire to give your child the best care possible! Feel free to visit our program anytime. You'll find the High Energy Club a great place for kids! We are proud to be a part of this community, so stop by and say hello.

The information in the following pages will help you feel more comfortable, and will enable you to better understand our services and policies.

Our program's success will depend on your satisfaction. Please tell your friends and neighbors about The High Energy Club.

If we can be of service to you, please don't hesitate to call Kids & Giggles at 330/264-1155, The High Energy Club at 330/264-4549 or 330/466-5807.

Sincerely,



Michelle Beckler



Jackie Hamilton

**High Energy Club of Wooster Township
1071 Dover Road
Wooster, OH 44691**

PROGRAM OVERVIEW

OWNERSHIP:

The High Energy of Wooster Township is independently owned and operated by Kids & Giggles. The Triway Board of Education works in conjunction with Kids & Giggles to operate the program.

MISSION STATEMENT, GOALS:

The High Energy Club aims to offer safe and secure child care at all times. Close personal attention to each child is essential to providing a quality experience for all children. Our services will exceed the expectations of our families.

Our goal is to help our children become creative and independent thinkers while developing a sense of responsibility for their own mental and physical health. We strive to help them understand that they are a part of a diverse community and that their actions influence the quality of that community. The High Energy Club will provide a safe, stimulating, fun environment for Wooster Township Elementary students.

SITE LOCATION:

The program is located at Wooster Township Elementary School in the activities room. The Ohio Department of Job and Family Services licenses the program. Please take the time to read this information. The program's licensing record including, but not limited to, compliance report forms from the ODJFS and evaluation forms from the health, building and Fire Department that inspects the program are available upon request.

STAFF:

The High-Energy Club staff is educated and professionally trained in child care. Staff-to-child ratios will not exceed the Ohio State Licensing minimum standard of 1:18 children, with group sizes not to exceed maximum licensing standards of 36 children with 2 staff members.

CONTACT INFORMATION:

The High Energy Club can be reached by calling 330/264-4549 or 330/466-5807, and will make all necessary arrangements to avoid disrupting school personnel. As an outside child care contractor in the Public Schools; we are sensitive to the functioning of the school day.

SERVICE DESCRIPTION:

The latchkey program offers outdoor playtime (weather permitting), table games and learning activities. Children have the opportunity to do homework during program hours. Our goal is to provide a safe, stimulating, fun environment for Wooster Township Elementary students, to encourage independence, consideration and responsibility, and to provide parents with a quality after school program.

HOURS OF OPERATION & DELAYS:

Hours during regular school session are 6:30 – 9:00 a.m. and 3:30 – 6:00 p.m. Monday through Friday. The High Energy Club will open at normal hours if there is a delay, and the staff will supervise until school opens. When school is closed, the High Energy Club will not be in session.

If children are already at the program when the schools close, we will contact parents to pick up their children, OR with previous written permission, children will be transported to Kids & Giggles (Bowman Street location). Routine trips will require written permission from the parent, the permission slips will be updated annually. Each child is assigned to a teacher and teacher will be present that is certified in First Aid and carrying a First Aid Kit and cell phone. The teacher will also take each child's JFS 01236 Child Medical/Physical Care Plan. A tracking procedure, which includes recording attendance before, during and after transport, is used to ensure each child is accounted for during this process.

ENROLLMENT PROCESS:

If you are interested in enrolling your child in The High Energy Club, please call The High Energy Club of Wooster Township at 330/466-5807, or Kids & Giggles at 330/264-1155.

After you make the decision to enroll your child, please complete the application, child health and enrollment, and authorization forms and return with your enrollment fee.

ATTENDANCE:

Daily attendance is taken. If your child will not be in attendance, we ask you to call us as soon as possible. If someone not originally authorized on the Emergency Information Form is to pick up your child, you must:

- 1) Write a note for permission to release your child.
- 2) Call the program director to give the person's name, description and time of arrival. We will ask for I.D. to confirm.
- 3) If your child is scheduled to attend and is absent, we will check with the office and see if your child was absent from school or may have gotten on the bus. We will contact parent immediately.

PLEASE BE SENSITIVE TO THIS ISSUE . . . WE TAKE YOUR CHILD'S SAFETY VERY SERIOUSLY!!!

SNACKS:

An afternoon snack consisting of food from two of the four food groups is provided each afternoon between 3:30 and 3:45 p.m. Complete Snack menu is posted at the program.

FOOD SUPPLEMENTS & MODIFIED DIETS

Should a child have allergies or other health conditions requiring special dietary needs, a "Special Diet Statement for Children without Disabilities Requesting Special Needs in Child Nutrition Programs", a "Medical Physical Care Plan", and/or an "Administration of Medication" form must be completed and signed by a parent and/or physician. In addition, parents will be responsible for providing alternative or supplemental food items which meet meal requirements established by the USDA (please ask Administrator for these guidelines) for their child. All food items must be labeled with child's name.

SUPERVISION OF STUDENTS:

While ODJFS rules mandate 1 adult for each 18 school aged 5-11 years old; it is our intent to keep ratios lower whenever possible. The maximum group size for school age children is 36. (Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunchtime, outdoor play or special activities.) At no time will children be left unsupervised. Full ratios will be maintained for all outside activities and only in small groups of six or fewer children in fourth grade or older will semi-supervised activities be allowed, as long as they are within sight and sound of a teacher. In these activities, no physical risk to children can be involved.

Children will not be permitted to return to classrooms during latchkey hours or wander through halls unsupervised. Children cannot leave the program without authorized adults. If your child needs to participate in school-sponsored activities at the school during latchkey hours, parents must give written permission, which includes nature of activity, location in the building, arrangements for going to and from activity and starting and ending time of the activity.

Since restrooms are located just outside the latchkey activity room, only small groups of no more than six children at a time will be permitted to go to the restroom.

OUTDOOR PLAY:

We feel that daily outdoor play is an important part of a child's healthy development. The playground provides an opportunity for the children to run and get some fresh air. Children will not be allowed to play outside when the temperature is below 20 degrees or in rainy or windy weather.

If the temperature is over 90 degrees, outdoor play will be considered and will vary according to temperature.

During inclement weather, children will not have outdoor play and large motor activities will be offered.

MEDICATIONS:

The High Energy Club will not administer medications with the exception of emergency medications such as inhalers or epipens. School children who are prescribed a personal inhaler may have immediate access as long as a medical plan and medication form is on file at the program and the staff member responsible for the child(ren) has been notified.

Medication shall be stored out of reach of children (either in locked medicine cabinet, in office, or in closed area not accessible to children).

For those children who have been identified with health conditions, a written plan shall be completed and placed on file. This includes children who utilize breathing machines and school children with personal inhalers. This plan must be completed by the parent/guardian, and signed by the parent/guardian, staff members responsible for the child, the administrative staff, and the professional trainer (if applicable). A parent or professional trainer must train staff members in use of any equipment and indicate with signature that the training has been completed.

The plan must include the child's name, the instructions for the medical procedures, the names of the staff trained to perform the procedures, and parent/guardian permission. Only trained staff shall perform medical procedures.

These forms can be obtained from a staff member. Staff will also be happy to help answer any questions regarding these policies and assist with completion of required forms.

CUSTODY AGREEMENTS:

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

PARENT INVOLVEMENT:

Parents are welcome to visit the program anytime and are encouraged to participate whenever possible in program activities. Parents have unlimited access to all areas of the building being used by the program during hours of program operation. Please feel free to join your child for special activities or simply stop in to join the daily fun.

Teachers are available to discuss a child's progress or needs at any time. However, because of staff responsibilities and schedules, parents are asked to make an appointment with staff when it is necessary to engage in any lengthy conversations.

PAYMENT PLAN:

Parents are responsible for payment weekly unless specific arrangements are made with the administrator.

FINANCIAL ASSISTANCE:

We have a contract with the Wayne County Department of Job and Family Services. You must contact the child care department if you feel you may qualify. Fees must be paid by the 15th of each month. Wayne County Department of Job and Family Services will be notified if the fees are not paid on time, this may result in assistance being suspended.

CHILD CARE TAX CREDIT:

Child care fees can be used as a tax deduction for parents who work or attend school. Kids & Giggles Tax Identification Number is: 45-2777534. As a courtesy, upon request, we will give parents a tabulation of the year's fees paid, if the account is current.

FEEES AND FORMS:

A \$25.00 registration fee per child must be paid before the student's first day. A \$10 per child renewal fee will be due at the beginning of each successive school year. Rate sheet (under separate cover) is made part of this handbook.

LATE FEES:

We charge a late fee of \$1.00 per minute if a child is not picked up by 6:00 p.m.

MANAGEMENT OF ILLNESS:

- A. At least one staff member with current valid training in the management of communicable diseases, first aid and CPR shall observe each child upon arrival at the program.**
- B. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs of symptoms of illness.**
- C. Symptoms observed which require isolation and immediate discharge: A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by parent or guardian:**
- **Temperature of at least one hundred degrees Fahrenheit when in combination with any other signs or symptoms of illness:**
 - **Diarrhea (three or more abnormally loose stools within a twenty-four 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, obvious discharge, matted eyelashes, burning, itching.**
 - **Untreated, infected skin patches, unusual spots or rashes:**
 - **Unusually dark urine and/or gray or white stool:**
 - **Stiff neck with an elevated temperature:**
 - **Evidence of untreated lice, scabies, or other parasitic infestations**
 - **Sore throat or difficulty in swallowing:**
 - **Vomiting more than two times or when accompanied by any other sign or symptom of illness.**

Decisions will be made based on the Ohio Department of Health "Child Day Care Communicable Disease Chart" for appropriate management of suspected illnesses. This chart is located on the equipment storage cabinet. When the program isolates a child due to suspected communicable disease:

- **We shall care for the child in a room, portion of a room set up an adjacent hallway set up as an isolation area.**
- **The child shall be within sight and hearing of an adult at all times. NO child shall be left alone or unsupervised.**
- **The child shall be made comfortable and provided with a quiet place to rest, play, or sleep. We will provide a clean and washable cot for a child who becomes ill while attending the program. NO child shall be permitted to sleep on the floor without a cot. All linens and blankets used by the ill child shall be laundered before being used by another child.**
- **The child shall be observed carefully for worsening conditions.**
- **The child shall be discharged to parent, guardian, or person designated by the parent or guardian as soon as practicable.**

- D. A student who has been absent due to illness can return when he/she is feeling well and is not contagious.**
- E. A notice will be posted on the bulletin board when children have been exposed to communicable disease at the program.**
- F. When an employee is ill, a substitute will be called to work his/her schedule.**

SAFETY POLICY:

A child care staff member in charge of a child or a group of children shall be responsible for their safety.

All children shall be supervised at all times except as previously outlined. No child shall be left alone or unsupervised.

If children refuse to stay with the group, the administrator will call 911 for an officer to locate that child. If the runaway situation re-occurs, the child will be given a three-day suspension.

A child care staff member shall immediately notify the local public children's services agency when the child care staff member suspects that a child has been abused or neglected.

Child care staff members shall have access at all times to a working non-coin operated telephone within the building used for child care.

Monthly fire/tornado drills will be performed at varying times each month. A record of the drills shall be maintained at the program.

A fire emergency and weather alert plan developed by the school will be utilized.

Every time your child will not be in attendance, please notify the Administrator. For your convenience we have voicemail, please leave a message.

ARRIVAL/DEPARTURE POLICY:

Parents or other authorized persons are asked to sign in and out each child at the beginning and end of the day. For the children's safety, children will not be released to unauthorized persons without written parental permission.

Parents need to ensure staff members are aware of the arrival and departure of their child(ren).

BEHAVIOR MANAGEMENT:

The following are the guidelines we use in helping children to manage their behavior. This discipline policy applies to all staff and parents while they are at the program site.

- 1. We will remain alert to the total situation in the children's area.**
- 2. Children's negative behavior shall be re-directed.**
- 3. All discipline will be fair, consistently applied, appropriate and timely.**
- 4. "Time out" will be used if the child needs to be separated from the group activity.**
- 5. If behavior is not corrected then a parent-teacher conference will be held and a strategy for behavior management will be developed with parent.**

UNACCEPTABLE MEANS OF DISCIPLINE:

Children will not be shaken nor made to assume any uncomfortable position. In addition, no food will be withheld and no physical punishment or disciplinary action shall be administered as means of discipline. The requirements of Rule 5101:2-12-22 of the Administrative code applies to all employees of the program.

SAFETY PRECAUTIONS:

We strive to maintain a safe environment. However, accidents do happen. It is crucial for parents to sign the consent form with emergency numbers that allows us to get emergency medical care for a hurt or sick child.

In case of minor accidents at the program requiring medical attention, we carry a supplemental insurance policy on every child enrolled. Our insurance policy covers only after the

parent's insurance has been submitted. If a parent does not have any type of medical insurance, our policy will cover the charges.

ACCIDENTS/INJURIES:

If your child is involved in a minor accident/injury requiring a Band-Aid, our policy is to administer first aid and TLC. An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident or injury which requires first aid; the child received a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires an emergency transportation, the report shall be available within 24 hours after the incident/injury. The report will enlighten parents of the time, place and what was happening at time of accident. A copy is made for parents and the original is kept in the child's file. If a child has had an injury to the head or face, we will notify the parent when that accident occurs.

If the injury would be more serious, first aid will be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, Emergency Medical Personnel will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

The program will not accept children whose parents refuse to grant permission for emergency transportation to a health care facility.

EMERGENCY PROCEDURES:

The program has devised several procedures to follow in the event that an emergency would occur while a child is in the program's care. In the events of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the program does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the facility, our emergency destination is Hilton Garden Inn. A sign will be posted on the door of the program location indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

HANDLING PARENT CONCERNS AT THE HIGH ENERGY CLUB:

Our staff understands that children go through many developmental changes and stages in their wonderful milestones, such as getting an "A" on the report card, mastering reading or math, or learning the value of friendship. We also understand parental frustration when a child will not follow directions or cannot correct a negative behavior.

As professional teachers, we find it necessary to intervene and halt behaviors, which may cause harm to the child or the other children in our care. Should a behavioral problem arise, we have set up some guidelines to help solve problems or situations that occur in a social group setting.

STEP 1. A teacher cites a situation in the program.

STEP 2. The teacher talks with the child and tries to correct the behavior.

STEP 3. If the problem continues, the teacher and parents will talk with the child. Communications will be kept in confidence.

STEP 4. If the problem is still not resolved, the teacher, parents and

Administrator will devise a plan for correcting behavior.

STEP 5. If the situation has not been corrected after a pre-determined amount of time, we reserve the right to ask that the child be removed from the program for the safety of the other children.

Parents may call 1-800-282-1190 to report suspected violations to ODJFS.

PROCEDURE FOR PERMANENT DISENROLLMENT FROM PROGRAM:

The High Energy Club has adopted a “zero tolerance” for both language and acts of violence. That simply means anytime a child verbally threatens to harm or harms another child or do damage to our facility, whether joking or seriously, we will take the following action:

First Offense: Verbal warning & a written communication that must be signed.

Second Offense: Three (3) days suspension from the program.

Third Offense: Permanent dismissal from the program.

The Administration will use discretion and take into consideration age of child and severity of offense, along with other pertinent factors in determining the implementation of this procedure.

We realize that children often express undesirable behavior. It is our combined responsibility to provide the best possible guidance to ensure that each child has a positive self-image and a pleasurable experience at The High Energy Club.

TERMINATION OF OUR RELATIONSHIP:

If any parent feels it is necessary to terminate our relationship, we request a two-week notice prior to withdrawal of the child. This time allows us to recruit and fill the empty space. We also reserve the right to terminate our relationship at any time for any reason.

POLICY CHANGES:

From time to time we need to make a policy change. Policy changes will be given to parents in writing, including the rationale for the change. Please add any changes to your handbook.

Ohio Department of Job and Family Services
**CENTER PARENT INFORMATION REQUIRED
BY OHIO ADMINISTRATIVE CODE**

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

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

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

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

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

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record, including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon request from the Ohio Department of Job and Family Services. The department's website is:

<http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

The High Energy Club of Wooster Township

Daily Schedule

Morning

6:30 – 7:30

Table activities

7:30 – 8:30

**Cooperative Games/
Creative Movement**

8:30 – 8:50

Reading Program

Afternoon

3:30 – 3:45

Snack

3:45 – 4:30

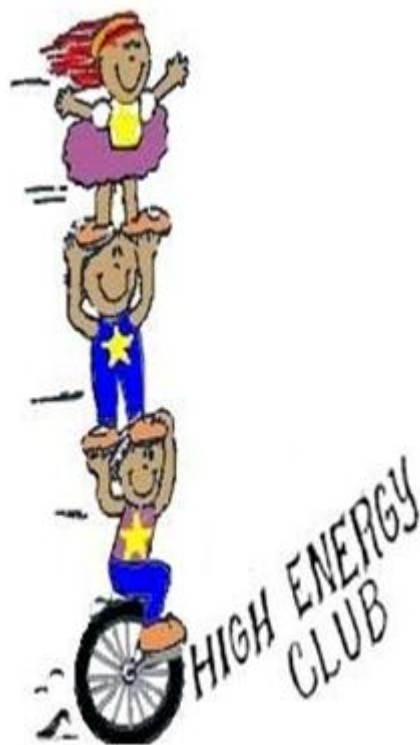
Outdoor Play/large gross motor activities

4:30 – 5:00

Homework/Table Activities

5:00 – 6:00

Group Games





THE HIGH ENERGY CLUB OF WOOSTER TOWNSHIP

We have read the High Energy Club's parent handbook and understand the contents. We will pay our child care fees promptly. We agree to abide by the program policies. We will give a two-week notice if we plan to withdraw our child.

PARENT COMMENTS:

Child(ren) names: _____

Parent/Guardian (print name)

Parent/Guardian (sign)

Date _____

Administrator's Signature

Date