



Parent Handbook

“It is our promise to have an attitude of excellence as we intentionally work to ensure that every part of our service leaves you feeling heard, understood, satisfied and above all else valued as we connect with you on our journey to pursue positive opportunities and growth together.”



Your Pathway To Learning Begins Here.

Welcome to Connected Pathways Early Learning Center!

Connected Pathways ELC strives to bridge the gap between both first-time families and experienced families alike with the educational institutions surrounding the community that we serve. It is our goal to make the transition smooth by preparing students and parents for the expectations that higher learning presents to families. We look forward to helping you enhance your educational experience through a partnership with Connected Pathways that will provide you with the support you need to make higher education as rewarding an experience as possible.

This manual will provide you with important information about Connected Pathways' policy and guidelines, which are designed to protect both families and staffing. It provides general information such as hours of operation and emergency situations. As there are many situations that can happen in the course of daily operations, this manual emphasizes general policy and procedures. If you have questions about the content within this manual or questions outside of the information provided, feel free to contact any administrators on duty.

Again, welcome to Connected Pathways ELC. We are excited you have given us the opportunity to serve in your family's educational future.

Licensing

Connected Pathways is licensed by the State of Ohio Department of Job & Family Services (ODJFS). To report a suspected violation by our center you may contact ODJFS # is 1-866-886 3537. Licensing rules are available upon request and all rules and license reports (i.e. state, health, building and fire departments) are online.

- Licensing Inspections can be found at <http://www.odjfs.state.oh.us/cdc/query.asp>.
- Licensing Rules can be found at [http://emanuals.odjfs.state.oh.us/emanuals/GetDocument.do?docId=Document\(storage%3DR EPOSITORY%2CdocID%3D%24REP_ROOT%24%23node-id\(493144\)\)&locSource=input&docLoc=%24REP_ROOT%24%23node-id\(493144\)&version=8.0.0](http://emanuals.odjfs.state.oh.us/emanuals/GetDocument.do?docId=Document(storage%3DR EPOSITORY%2CdocID%3D%24REP_ROOT%24%23node-id(493144))&locSource=input&docLoc=%24REP_ROOT%24%23node-id(493144)&version=8.0.0)

At the end of the handbook, you will find an attachment about state childcare licensing rules.



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Connected Pathways Locations

CONNECTED PATHWAYS AT EASTON

Address: 4242 Stelzer Rd. Columbus, Ohio 43230
Phone: (614) 414-7988 Fax: (614) 414-7998
Hours: 6:30 am – 6:30 pm

CONNECTED PATHWAYS AT NORTHLAND PLAZA

Address: 2753 Northland Plaza Dr. Columbus, Ohio 43231
Phone: (614) 714-0310 Fax: (614) 714-0317
Hours: 6:30 am – 6:30 pm

AGE GROUPS: 6 weeks old – 12 years old

Tuition

Ages	FULL TIME (30+ hours)	PART TIME PLUS (21-29 hours)	PART TIME (5-20 hours)
INFANT	\$255	\$213	\$164
TODDLER	\$225	\$188	\$132
PRE-SCHOOL	\$205	\$171	\$89
SCHOOL-AGE	\$110	\$90	\$65
SUMMER PROGRAM (SCHOOL-AGE)	\$175	\$146	\$116

Military & Sibling Discount is taken off of the oldest sibling (10%).

*For other charges/Fees please see out Rate Sheet

Payment Policies

Forms of Payment

Connected Pathways requires Tuition Express to process all forms of payment. Though all families must have a Tuition Express form on file, tuition can be paid in advance using a Visa and MasterCard. If payment is made in advance Tuition Express will not be assessed.

Late Payment Fee/Returned Checks:

A fee of \$35.00 per week will be charged to your account if payment is not received by the end of business day on Monday.

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A \$35.00 fee will be charged for any returned Tuition Express Payment due to insufficient funds (NSF). The parent will be required to pay in cash until all account balances are settled.

Late Pick-up Charges

Any time beyond our closing time of 6:30 pm will be charged a late fee of \$1.00 per minute per child. The Late Pick-Up Charge will be assessed upon picking up past 6:30 pm and if children should surpass the 10 hour maximum care. If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is required. Please remember our staff members are anxious to get home to their families on time. Emergencies or traffic do not exempt a parent from paying this fee. In addition, failure to pay late fees and/or continual lateness in pickup will result in the dis-enrollment of the family by the center.

Illness

In the event of illness, full payment is expected except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the center for more than 5 consecutive weekdays. Half payment is required for extended illness to maintain the child's space. A doctor's excuse is required.

*For PFCC please see PFCC Agency Agreement

Vacation

Ten days' vacation time will be given per year to full time families. The parent will be responsible for paying a pro-rated amount (reservation fee) to keep their child's spot. The reservation fee is 50% of the currently charged amount and will only be honored with at least a one-week notice. All vacation must be used between January 1st and December 31st. There will be no "roll-overs" to the following year.

*For PFCC please see PFCC Agency Agreement

Holidays

Full tuition is due for any periods including holidays and staff development days.

Connected Pathways will be closed to observe the following holidays;
Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day & New Year's Day

Connected Pathways will be closed for 2 staff development days throughout the year to ensure staff development. The posted reminders will begin 1 month prior to the actual day of closure. Our Professional Development Days fall on President's Day and Columbus Day.

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If your child is currently registered as *on vacation* and you are in need of care we may be unable to provide care if we are not properly staffed. Our program will operate a full day program, for any school-aged child currently enrolled, when school is closed for vacations, delays, or cancellations.

Holiday Acknowledgment

Connected Pathways fosters a culturally inclusive environment as it relates to holidays and tradition. We seek to make our families aware of the many cultures that we are blessed with servicing, with the idea of making all feel equal in our ability to accommodate. We do not look to encourage one faith over another or one tradition over another but to create an awareness of the different backgrounds our families may encounter. If you would like a copy of the holiday list, please request this of the director.

Center Closings

On occasion, it may be necessary to close or delay opening of the center due to inclement weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch the local television station: ABC, CBS, FOX, and NBC for closing or modified hours of operations information. In the case of a delay Connected Pathways will be scheduled to open at 9a.m; if we are unable to open a center by 9 a.m. school will be closed for the day. On the occasions of school closing or delays, regular payment is expected.

Withdrawal

Two full weeks advanced notice in writing is required to drop your child from the center. Payment is required for these two weeks even if the child does not attend. If you receive subsidized care, you agree to forfeit your absent days if the proper 2 weeks' notice is not given. Personal items must be removed within a week or we must dispose of them.

Additional Fees: Supply Replacement & Damaged Property

From time to time, your child may run out of items needed. Clothes, diapers, wipes, and formula are all items your child will need on a daily basis. The center will make every effort to notify you daily whenever the supply of these items for your child needs to be replenished. However, if your child runs out of any of these items, the center will re-supply for that day at a fee of \$6. The property of the center is for the use of all children. In the event that your child has damaged items outside of the scope of learning such as walls, furniture, or equipment owned by the center, your account may be charged for the replacement or repair of the damages incurred.



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Guidance Policy

Connected Pathways ELC staff believes that helping children learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers, and his/her friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations.

Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving him/her an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. If "breaks" are used they will be age appropriate in length and within the classroom. Staff will not impose corrective actions for failure to eat, sleep or toileting accidents. This guidance policy applies to all staff and parents while they are at the center. If a situation arises where a child is consistently endangering himself/herself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator will communicate with the parents prior to this occurring.

If a child poses physical harm to himself or others we may be required to limit the child's actions through the use of a "protective hug," until the child can regain control and can comply with their caregiver's requests. If the child does not regain control, arrangements must be made to pick the child up within 90 minutes of notification. If the child demonstrates behavior that requires frequent "extra attention" from a staff member, we may choose to develop a behavioral management plan with the parent(s). The plan may include outside collaboration. Failure to participate will require dismissal from the program.

Parent Participation

Parents are encouraged to participate whenever possible in center activities. Parents have unlimited access to all areas of the building used for childcare during hours of operation. Parents may attend field trips, class parties or simply stop in to join the daily fun or watch your child learn. If you have any concerns or questions the following chain of command is recommended:

1. Child's teacher (written communication strongly preferred).
2. Administrator (Center Director)
3. Director of Operations
4. Owner or Advisory Board

Please feel free to bring concerns up when they occur. Often times, the longer an issue is not addressed the more of a problem it can become. Connected Pathways fully understands that you trust us with the most precious part of your life and we want our relationship to be a great one.



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Center Procedures

Emergency Situations

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire drills, emergency lockdown drills & periodic tornado drills.

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the center, our emergency destinations for each center are located below. A sign will be posted on the front door of the center indicating that we have been evacuated and the location of where parents can pick up his/her child. Parents will be contacted as soon as possible to come to pick up his/her child. If a parent cannot be reached, we will contact the emergency contacts listed on the Child's Enrollment Form.

Easton - Sakura Japanese Steakhouse & if immediate area must be evacuated, we will evacuate to the open field area to the east of the center.

Northland – Thrift store located at the southwest portion of the plaza & if immediate area must be evacuated, we will go to Fiesta Jalisco Restaurant located across the grassy knoll.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the direction given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents. There is always one staff member present that has received training in First Aid, Communicable Diseases, and CPR. In the case of a minor accident/injury staff will administer basic first aid. If the injury/illness is deemed to be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, EMS will be contacted, parents notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport any child in personal vehicles.

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 receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the children. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact



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licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency or serious incident, injury or illness.” The report will be provided to licensing staff within 3 days of the incident.

Illness Policy

Connected Pathways ELC provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child’s first group care experience, it is possible that they may experience more frequent illnesses at the beginning before his/her immune system becomes more active. We observe all children as they enter the program to quickly assess his/her general health. We ask that you not bring a sick child to the center as this could cause the whole center to get infected. Your child will be sent home! Please plan ahead and have backup care plans in place if you are not able to take the time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact.

- Temperature of 100 degrees F and in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stools within a 24 hour period)
- Severe coughing (causing the child to become red 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 skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms and the parent will be notified. If your child becomes ill with symptoms or a diagnosis of a communicable disease the child may not attend the center until a doctor clears your child to return. This is designed to prevent the spread of disease within the center.

Connected Pathways has a duty to protect all children and staff. This practice helps us to be consistent with this policy. In addition, we are required by the Ohio Department of Jobs and Family Services (ODJFS) to post any diagnosis of a communicable disease, therefore, we ask that you inform the center if your child has exposed any members of the center to their illness.

In the event of illness, full payment is expected except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the center for more than 5 consecutive weekdays. Half payment is required for extended illness to maintain their space.

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A doctor's excuse is required. If a child does not feel well enough to participate in center activities the parent will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again. A sign on the door will notify parents if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious. Again, the child needs to remain out of the program for one full day after the resolution of any of the symptoms.

Medications/Dietary

The center has adopted the policy to only administer emergency medications (epi-pens, inhalers, etc.) Medications: The center will administer medications to a child only after the completion of the following.

1. Parent completes a Request for Administration of Medication form and a Medical/Physical Care Plan.
 - All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children.
 - Forms must be updated annually and/or when medication is expired/used up.
2. All of the child's caregivers are trained

Medications may NOT be stored in a child's cubby or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School-agers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications: must be in their original container with a prescription label including the child's name. The medication will only be administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

The center does not administer vitamins or Pedialyte without a doctor's permission.

IF THE INSTRUCTIONS ARE NOT CLEARLY STATED CP STAFF RESERVES THE RIGHT TO REFUSE THE ADMINISTERING OF ANY MEDICINE/MEDICATION.



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Termination of Enrollment

Connected Pathways ELC may terminate enrollment of a child/family for any one or more of the following reasons:

1. Failure to make payments, maintain current records, or otherwise act in accordance with center policies.
2. Falsification of information or incomplete immunization for age of child.
3. Refusal to sign an emergency medical authorization.
4. In the Director's judgment, the best interest of your child or other children enrolled at the center is negatively affected
5. Any medical, physical, or emotional condition which may endanger the health or well-being of any child enrolled.
6. Abuse (verbal or physical) toward any employee.

PFCC policies

*See PFCCC Caretaker Requirements

Assessments/Screenings

Children from 12 weeks -5 years old will be given an assessment and screening within 8 weeks of enrollment. 2 times a year (Fall and Spring). Parent/Teacher Conferences will be held the month following the assessments & screenings.

All assessments& screenings will be kept in the Director's office for confidentiality purposes.

When it is suspected a child has a developmental delay or other special need, this information will be communicated to the parent during a conference in a private setting. At that time, documentation and explanation for the concern, suggested next steps, and information about resources for assessment will be discussed.

Enrollment

Enrollment is open to children between the ages of 6 weeks through 12 yrs. Upon enrollment of the child, all registration forms must be completed and signed by parents. Connected Pathways includes all families in all aspects of the program, including volunteer opportunities regardless of family structure, socioeconomic, racial, religious, and cultural backgrounds; gender; abilities; or preferred language.

1. Enrollment Agreement
2. Routine Transportation Permission Slip/Bus Contract (School-age Children ONLY)
3. CACFP Income Eligibility forms
4. Basic Infant Information form (Infants ONLY)



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5. Medical Care Plan (if necessary)
6. Medical Statement (not including school age children)
7. Administration of Medication form (if necessary)
8. Approved Pick-Up List
9. Family & Child Information Form
10. Screening Agreement

* Paperwork may need to be updated annually for continued enrollment.

All documents pertaining to enrollment are kept in a file cabinet located in the administrator's office. Once a year parents are asked to review the information on the Enrollment Record so we can ensure we have the most current information on file. This information is only accessible to the Director and designated persons in charge so that information is kept confidential (unless authorities request the information).

Child's Medical Statement

All parents must submit a "Child Medical Statement" within 2 weeks of admission and annually thereafter to maintain enrollment of your child.

The office will provide you with a new child medical form a month before your child's examination date expires. Failure to update physicals within 30 days of annual request will result in the suspension of services until the requirement is met. Children must have completed the immunization requirement required by the State Department of Health for Birth through 5 years.

NOTE: Any child who does not meet the immunization requirement because of a medical condition (documented by a licensed health professional) or the family's beliefs may still be enrolled at the center. At the time the child exhibits symptoms of a vaccine-preventable disease; the child must be picked up immediately and is unable to return to the center without a physician's note.

Ratio

CPELC must maintain Ratio requirements at all times; guidelines are on our Parent Boards.

Rosters

Rosters of the names and telephone numbers of the parents or guardians of children attending Connected Pathways are available upon request. The roster will not include any parent who does not wish their information to be disclosed.



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Access

Connected Pathways ELC will permit unlimited access to any parent of a child enrolled in our center for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises.

Confidential Information

Center staff is exposed to information concerning children, parents, or co-workers that must be held in strictest confidence. Any confidential information concerning a child or parent must not be discussed with anyone, unless it is the child's parent, your supervisor, or others with a bona fide "need to know." The Director will determine if individuals internal or external have a "need to know" regarding confidential information (i.e. health, behavioral, financial, etc.) All staff members are required to sign a "Confidentiality Statement."

Personal Belongings

Please do not send your child in any clothing that cannot be stained or soiled during the activities of the day. Please ensure that all items are properly labeled with your child's first & last name located somewhere on it. Connected Pathways does not reimburse for damaged or lost items.

Quiet/Nap Time

Quiet/nap time is provided for all children after lunch each day. To protect your child's health, we provide each child with a sanitized cot. State Licensing mandates that infants shall not have a blanket when sleeping. However, parents may provide a small blanket for 18months and up; please write the child's name on the blanket. The blankets must be taken home weekly for laundering.

When children are sleeping, staff must position themselves to see all children. Staff working in infant rooms will physically check to ensure infants are sleeping (to reduce Sudden Infant Death Syndrome) every 10 minutes.

- Unless ordered by a physician, all infants will be placed in their cribs on their backs.
- The infant's head must remain uncovered during sleep.
- We do not allow any items (bibs, blankets, bumper pads, etc.) to be in the crib.
- The only pacifiers allowed are ones not attached to any item/object.

Hand-washing Policy

Staff will teach children proper hand washing techniques. *see Posted Hand-Washing Charts.

Children should wash their hands:

- Upon entering the center (@ arrival or when returning from outside play)



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- After diapering or using the toilet
- Before eating
- After playing in water, sand, or handling pets
- When moving from one group to another (i.e. visiting)

Communication

We use the following methods to communicate with parents and family members:

- Parent Boards – located in each classroom and entrance to the center
- Written Notes &/or Email- Daily Reports, Newsletters, Flyers, etc...
- Face to Face conversations & Telephone Calls
- Parent Conferences

Daily Reports

At the end of each day, a daily report should be given to the parents of all infants and toddlers.

The daily report documents the following:

- Food/bottles eaten and the amount
- Diaper changes: the time, and outcome (dry, wet, or bowel movement)
- Time spent Napping
- Supplies needed (i.e. diapers, wipes, change of clothes, etc.)
- Milestones, developmental progress &/or activities of the day

Safety Policy

The following rules will be observed to insure the safety of the children

1. No child shall ever be left alone or unsupervised.
2. Children are to be escorted into the classroom upon each arrival.
3. All authorized adults, including parents, must come with a picture I.D. each day
4. The staff has immediate access to a telephone.
5. A Fire Drill & Emergency Drill will be held at varying times each month.
6. A Tornado Drill will be held quarterly.
7. A fire emergency and weather alert plan is posted in each classroom which explains the action(s) to be taken and the staff responsibilities during emergencies & alerts.
8. When children are transported by our vehicles (i.e. field trips) the following rules:
 - a. A first aid kit which meets the requirements of the administrative code shall be available on all trips.
 - b. A person trained in first aid, CPR, and the prevention, recognition and management of communicable disease shall be available.
 - c. Each child shall have identification attached to them; including the center's name, address, and telephone number in the event of an emergency or if the child becomes lost.



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- d. An emergency transportation authorization shall be available on the field trip or special outing for each child on the trip.
 - e. A signed permission slip shall be secured from the parent prior to the child going on the trip.
 - f. The health record of each child attending the field trip or special outing shall be available on the trip/outing.
9. Any accident or injury will be reported to the parents in writing on the same day.
 10. Children should dress in a manner appropriate to active participation.
 11. Children are not permitted to run in the building, except during supervised play periods.
 12. The use of aerosol sprays is prohibited while children are in attendance at the center.
 13. Smoking is prohibited by any person in any indoor or outdoor space that is part of the center. (This includes the parking lot.)
 14. At no time should anyone have a weapon in their possession while on the premises.

Diapers & Potty-Training Policy

Parents must supply disposable diapers or pull-ups, and wipes.

Staff will change/check your child's diaper every 2 hours or when the child is wet or soiled. Parents may request a diaper change to happen more frequently but we will not surpass our policy of every 2 hours.

All diapers will be changed on the changing table that is provided. At no time will staff place children directly on the changing table without the use of a separation material between the child and changing pad. While a child is on the changing table, staff must have at least one hand on the child for their safety.

For children who are potty-training and soil their clothes, staff will take them to the restroom to assist them with cleaning and changing their clothes.

Parents & staff should work together to implement toileting practices within the classroom and at home. By maintaining consistency between home & school this will reinforce the message of collaboration to the child and assist the child in their toileting needs.



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What to Bring on the First Day

Parents, please bring the following items on your child's first day at the center.

Infants: for children 6 weeks to 12 months

- Box of wipes
- Package of diapers
- 3 Changes of clothes
- Pacifier (if child currently use it) with a container for sanitary reasons
- Enough Bottles for the day (pre-made) with caps for sanitary reasons

Toddlers:

Non-Potty trained children:

- Diapers (for children 18mos. to 24mos.)
- 3 complete changes of clothing
- Container of wipes

Semi-Potty Trained Children:

- PULL-UPS: for children 24 - 36 months. All toddlers turning 3 years of age must be toilet trained and wearing regular underwear before they may progress to the preschool classroom.
- A supply of training pull-ups
- 3 complete changes of clothing; including underwear
- Container of wipes

At this stage, your child's teacher will meet with you to discuss how best to potty train your toddler based upon the behavior indicators previously listed. We cannot do this without your full and consistent cooperation to ensure a less stressful transition and preschool readiness.

Special Note:

Toys: Connected Pathways does not allow toys from home unless it is a Show & Tell day. This limits altercations between children and limits separation anxiety between the toy and the child.

Bibs: Bibs are not a requirement but please remember bibs will not fully prevent your child's clothing from getting dirty. Children naturally rub their hands on their clothing and food does fall onto clothes despite our best attempts. Again, do not dress your children in clothing that you do not wish to get dirty via meals and messy activities. All bibs will be sent home daily for cleaning.

Sippy cups: We prefer that parents do not bring in sippy cups. However, younger toddlers (18mos. to 24 mos. or children with special needs might need this temporary assistance until they



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are properly trained on regular cup usage.) Still, we require all parent cooperation in transitioning their child onto regular cups as part of child's developmental development and self-help skills for assessment. No sippy cups for children 18 months and older.

Please Do Not Bring For 18 months & up:

1. Pacifiers/Binkies
2. Baby Bottles
3. Sippy Cups
4. "Onesies"

Preschool: Ages 3 & Up

Potty trained children:

- 3 complete changes of clothing
- 3 changes of underwear & socks

School-Agers: 5 & UP

- 1 complete change of clothing

Special Note: Make sure your child's extra clothes change as (s)he grows & the seasons change.



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Supervision

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures. Unfortunately, this policy does not allow for extended conversations with parents. However, if you would like to schedule time to speak with your child's teacher please let the administrator know immediately and he or she will either make accommodations or schedule time for you to meet with the teacher to ensure safety and compliance of this policy.

Supervision of Infants/Toddlers/Preschoolers

At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Supervision of School-Age Children

School-age children may run errands inside the building and use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: children are in hearing distance of his/her teachers, the teacher checks on them regularly until they return and the restroom is for the exclusive use of the center. One group of no more than six school children, fourth grade age or older may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically

Arrival/Departure

Each center has instituted a policy of arrival to be no later than 10 am each day. This is designed to ensure proper staffing and meal planning for your child's attendance. Drop off time is to also ensure consistency for your child as well as time for their developmental education. If, for any reason, you feel you will arrive later than 10 am it is strongly recommended that you contact the center no later than 9:30 am to ensure your child can be accepted that day.

Upon arrival at the day care center, extinguish all cigarettes in your car before entering the building, as no center shall permit any person to smoke in any indoor or outdoor space that is property of the center.

Parents are required to bring his/her child(ren) into the classroom and to clock him/her in using the computer provided at the front entrance, as well as assist their child in washing their hands. Any special messages, medications, special pick-up notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone or by



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anyone under the age of 18 years. Staff must be aware of each child's presence before the parent departs. At the times of pick up, parents are asked to make contact with the child's supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of his/her child (ren) before and after signed-in. Upon leaving gather their projects and belongings, and notify his/her teacher of your departure. Please note that no child is permitted to be passed over a barrier; this is to prevent any injury to the child.

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not show up, we first contact the parent to confirm that the child is scheduled to be at the center that day. We then contact the program that they are to have arrived from. We will then consult the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending our center.

No-one is allowed to use harsh/threatening language or spank his/her child while in the building.

Special Note

To ensure a safe and sanitary environment, before entering the infant room, you must place shoe coverings over your shoes or you may remove your shoes to enter the room as long as you have socks. No Bare feet will be permitted into the room and no shoes without covers

Release of a Child

Staff will release children only to persons on the Pick Up form provided by the parent. Any child in our care may only be released to an adult, at least 18 years old. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they will bring a picture ID and are not offended. The children's safety is our priority!

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. If necessary, the proper authorities will be notified.*CPELC do provide services for parents who refuse to grant transportation consent; parents must provide transportation.

Custody Agreements

If there are custody issues involving your child, court papers must be provided indicating who has permission to pick up children. We may not deny a parent access w/o proper documentation.

Transitioning

You will be notified when your child is ready to move up to the next classroom & if there is space in the next program. As part of the procedure, center staff will develop a transition plan.



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This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be discussed and signed by the parent.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make a report to the local child protective services agency. The safety of the children is always our first concern.

Field Trips/Transportation of Children

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The center will be providing transportation on routine trips for the school-age children going to/from school. Transportation will be done utilizing center buses and a staff member with first aid/communicable disease and CPR trainings.

Field Trips

Children are given the opportunity to take field trips provided they have adhered to the Safety Rules of the center. We will be taking periodic fieldtrips, which will also be done with a trained staff member on the bus. Before departing the center, a count will be taken of all of the children, and they will be checked in on the Field Trip Attendance Sheet. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of the routine field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the center will obtain written permission from the parent or guardian. Please plan to be in the center no later than 15 minutes before departure on scheduled field trip days to ensure your child will be allowed to go.

Water Play Information

Children will be provided with water play opportunities at the center; this could include sprinklers. Parent will also be asked to sign a written permission slip prior to their child engaging in this type of water play. Please remember to send bathing suits, towels, and sunscreen for your child. Sunscreen must also have a medication form completed for it. If your child easily burns, please include a lightweight T-shirt that he/she may wear over his/her swimsuit.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of outside play when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill & heat index factored



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in) drop below 25 degrees or rise above 90 degrees. If the situation requires, it will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On the days that outdoor play is not provided due to these conditions, we will include time for indoor gross motor activities. Please send children in proper clothing and shoes so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter. **Children may not wear open toe shoes (ex: flip-flops) as it increases the opportunity for injury.**

Meals and Snacks

“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, and 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 employer.”

Connected Pathways will serve your child AM & PM snack, lunch, and supper if your child is attending during the posted meal times. Lunch will include food from the four basic food groups, which supply 1/3 of the child’s recommended daily dietary allowance. Meals are served family style; teachers should be seen sitting & conversing with the children. Meals are prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines. A weekly menu is posted in the parent area. In addition, a list of children with food allergies will be kept in the kitchen and in all classrooms.

Parents are strongly discouraged from bringing in outside food. However if your child requires a special diet you must obtain a physician’s written instructions if administering a food supplement to any child or if an entire food group is eliminated. When special diets are required for cultural or religious reasons, the center shall obtain written, dated and signed instructions from the child’s parent unless the special diet is part of a center program.

Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. We do not allow any foods containing pork, nut or peanut products.

We do not offer children younger than two years the following foods:

- Hot dogs (whole or sliced into rounds)
- Whole grapes
- Peanut Butter & all other Nuts
- Popcorn
- Raw peas
- Hard pretzels
- Chunks of raw carrots or meat larger than can be swallowed whole



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Staff will cut foods into pieces no larger than ¼-inch square for infants and 1/2 –inch square for toddlers, according to each child’s chewing and swallowing capability.

In regards to liquids the parent may provide Connected Pathways written instruction on a milk only replacement. (i.e. Silk milk, Rice Milk, Almond Milk, Soy Milk, Milk Replacements, etc...)

Infants/Toddlers

Parents of infants must bring adequate formula to satisfy daily needs. The center will provide baby food and snacks. In the event that an infant runs out of formula, the center will provide formula fortified with iron provided that the parent has filled out a *Parent Preference Sheet*.

Infants younger than 12 months are not given cow’s milk. Children 12 months – 29 months (2 ½ years old) receive whole milk. Children 30 months and older receive 1% or fat free milk. At no time will bottles contain solid foods. All formula is discarded one hour after it is served. All bottles are warmed using a bottle warmer. If parents prefer cereal to be in the bottle the parents must prepare the bottle upon or before drop off. Children younger than 4 months may not have food other than formula or breast milk w/o written consent from a physician. CPCLC does not allow anything other than milk to be in bottles if a child is under 4 months (i.e. cereal).

We do not offer children younger than six months solid foods and fruit juices, unless we have a written statement from the child’s physician. When a child is developmentally ready for juice, we only serve 100% fruit juice; and limit it to no more than four ounces daily per child.

Infants that are unable to sit are held for bottle-feeding. All others sit or are held to be fed. At no time will staff allow a child to eat from a propped bottle. Toddlers/twos are not to carry bottles, sippy cups, or regular cups with them while crawling or walking. Staff will offer children fluids from a cup once teachers and parents decide together that the child is developmentally ready. By the age of 18 months the center will offer a cup at every meal time.

Breast Feeding

- Breast milk must be brought to the center in a pre-made bottle with the child’s name and date and the time expressed on it. Breast Milk may only be stored for 24 hours.
- All staff will be trained to gently mix, and not shake breast milk before feeding so the special nutritional components will not be lost.
- We encourage mothers to come in to breast feed their infant, or pump within our center. A comfortable location will be made available while feeding. If you are unable to come in to breastfeed your child, staff will coordinate feedings with the infant’s mother.



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If your child will be arriving after a scheduled meal hour, then you must feed your child BEFORE they arrive to the program/classroom. If a child enters the center with outside food you will be asked to wait with the child while they finish their meal.

Meal Times

AM Snack	8:00am-9:00am
Lunch	11:30am-12:30pm
Afternoon Snack	3:00pm-3:30pm
Supper	4:30pm-5:30pm

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Parent Handbook Signature Page

We thank you for choosing Connected Pathways Early Learning Centers for your family's child care needs. Please sign below to acknowledge both receipt and understanding of the policies and procedures within. We look forward to working with you and your family in the future.

I, _____ hereby, acknowledge receipt of the Connected Pathways Early Learning Center Parent Handbook and agree to abide by the policies and procedures herein.

Signature

Date

Please note that you may refer to the Center Parent Information form provided by ODJFS on their site. Within the rules in Appendix C to rule 5101:2-12-07

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