

Addendum: Young Explorers Centers

YE Aurora	YE Avon	YE North Ridgeville	YE Streetsboro	YE Twinsburg
59 E. Garfield Road Aurora, OH 44202	36692 American Way Avon, OH 44011	36515 Center Ridge Rd North Ridgeville, OH 44039	9281 State Route 43 Streetsboro, OH 44241	8903 Twin Hills Pkwy Twinsburg, OH 44087
(330)562-5588	(440)934-0199	(440)309-1782	(330)626-3835	(330)963-0100

1. Days and Hours of Operation

Young Explorers centers are open 6:30am-6:30 pm Monday to Friday. Late fees will apply for pick-ups after 6:30 p.m.

The center is closed on the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Week between Christmas Eve and New Year's Day

2. Emergency and Inclement Weather Closing Procedures

In consideration of the needs of our families, we make great efforts to remain open in almost all situations. Programs that run for the school year will be closed on local school district "snow days". Programs that run year-round will generally not be closed, however, should it be deemed necessary to close the center, in the case of severe weather or other emergency situation, communication will be sent to families via BP Connect and notification will be posted on local news networks. Families are responsible for tuition payment in the unlikely event the center is closed on your scheduled day.

Should the center need to close in the middle of the day, the school staff will attempt to reach the child's families first to arrange for pick up. Should the staff be unable to reach the families, all emergency contacts will be called until pick-up arrangements may be made. Staff will notify the families or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the childcare center. Families or emergency contact persons should report directly to the alternate location if one is indicated.

3. Clothing and Supplies

Children should be comfortable all day. Please dress your child in play clothes that are easily fastened for independence. Sneakers or rubber-soled shoes must be worn at all times except in infant classrooms. Open toed sandals, jelly shoes, or flip-flops are against health and safety

regulations.

Outerwear should be in accordance with the weather. Children will play outside as often as possible, including during the winter months; please be sure they are dressed in proper clothing.

All children should have one extra change of clothing left at the center at all times. Younger children may need more.

Please label all of your child's clothing, boots, hats, mittens, etc. Young Explorers is not responsible for lost or stolen personal items.

In addition to appropriate outerwear and extra clothing, please provide the following for your child on a daily basis -

Infants:

- Sleep sack
- Pacifier (as needed) - no clips permitted
- Diapers and wipes
- Diaper cream (as needed)
- Bottles prepared for the day
- Sippy cup (when your child is ready)
- Infant food and cereal (as needed)

Toddlers:

- Blanket
- Pacifier (as needed)
- Diapers and wipes
- Diaper cream (as needed)
- Water bottle or sippy cup
- Infant food and cereal (if you choose Individual Meal Plan)

Preschool:

- Blanket
- Small comfort items like a stuffed animal
- Water bottle

4. Meals and Nutrition

Young Explorers provides a morning snack around 9:30am, lunch at 11:30 am and an afternoon snack around 2:30pm. Milk and water are provided throughout the day. In addition to an emphasis on nutrition and tasty foods, new foods will also be offered to children so that they can discover new favorites and add variety to their diets.

Lunch includes 1/3 of the child's USDA daily nutritional requirements. This means, at minimum, one protein, one grain, two fruit/vegetable options, and milk. Our snacks are nutritious and contain at least two nutritious foods from two of the following food groups:

- Meat/meal equivalent
- Bread/bread equivalent
- Milk
- Fruit/vegetable

Parents of infants will supply either breast milk or formula of their choice as well as other foods that have been previously tried at home. All infants are on an Individual Meal Plan and do not receive lunch from the school kitchen. Please keep an extra supply of infant food in your basket for baby's growing appetite.

Please speak to the office if you wish to breastfeed your infant or pump at the school. We will find a private space for you to do so. We also have freezer and refrigerator space set aside to store extra expressed milk for our infants.

5. Food Allergies

Food allergies are a growing concern with children across America. A major issue such as this one needs to be taken very seriously, and it has always been the policy of Young Explorers to make the safety and well-being of our children a top priority.

Our Center is a **nut-free facility**. We will not serve any food containing peanuts or tree nuts. This includes peanut butter & jelly sandwiches, peanut snack mix, peanut butter cookies, etc. No classroom projects that involve peanut butter will be conducted, such as pinecone bird feeders.

We ask all families to exercise caution when preparing and sending home food with their child for lunch or snack. All outside food must be nut free.

If your child has a food or ingredient allergy, please contact your Center Director. Allergy information will be posted in each eating area and classroom to help prevent accidental ingestion of harmful foods.

6. Medications

The Center may administer medication to a child only after the family completes a Request for Medication form. All sections must be completed and the medication handed to the office staff that day to be properly checked in.

Medications are kept in the office or refrigerator. Medication may not be stored in a child's cubby or book bag. The only exception to this rule is if your child requires immediate use of an inhaler for a medical condition.

All prescription medication must be in its original container and administered in accordance with

the individualized instructions on the label. Parents must provide medication dispensing tools such as medicine cups or dosing spoons. They must be labeled with the child's first and last name in permanent marker.

Over the counter medications must be administered in accordance with label instructions and will not be administered for more than three days without instructions from a physician.

Medications are only given by the director or a designated staff member that the school has assigned. The director may decide that the school will not administer medications.

Whenever medication is administered by an administrator, a medication form will be completed and signed by the administrator.

7. Incident and Injury Reports

Should your child be involved in an incident/accident during the day and/or if emergency transportation of a child occurs as prescribed in Rule 5101:2-17-36, the Center will complete an Incident Report. The Report will be presented to you on the day of the incident and a copy of report will be retained on file at the Center for at least one year.

There is always more than one staff member present that has received training in First Aid and CPR. In the case of a minor accident/injury, staff will administer basic first aid and provide TLC to the child. If an injury is more serious, the parents will be contacted immediately to assist in deciding an appropriate course of action. If the injury is life threatening, EMS will be contacted; parents will be notified, and a staff member will accompany the child to the hospital with all available health records.

Our policy is to call 911 if we, as the staff and administrators, feel that your child needs emergency medical care. We do not give the option not to transport your child. The state enrollment form box for this option is not applicable for use at our Center.

Families are responsible for any medical expenses incurred because of an injury sustained while under our care.

8. Emergency Preparedness

The safety of the children in our care is the first and foremost priority of each staff member. We have devised emergency plans and procedures for various situations in the event an emergency occurs while a child is in our care.

The fire emergency and weather alert plans are posted in each classroom. These plans show evacuation routes and will be reviewed with each staff member upon hiring. These procedures would be followed in the event of an actual emergency and children would be picked up from their designated safety spot.

The school will perform fire and tornado drills, by class, at two different times each month. The administrator will conduct the drill and maintain a record of it.

9. Enrollment

A child is considered to be enrolled in the school only after the registration fee has been received, the Director confirms the availability of the space and the required paperwork is received and reviewed. The required paperwork includes financial agreement (in the Billing Portal), the signature page of the handbook, basic enrollment documents, and the health information document. A medical form signed by a physician is required to be submitted within 30 days of admission and updated every 13 months.

10. Families Right to Immediate Access

Families of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Young Explorers, as provided by law. In cases where the child is the subject of a court order such as Custody Order, Restraining Order, or Order of Protection, the Center must be furnished with a copy of the most recent order and all amendments thereto.

If at any time the court ordered documents are updated, we must have the complete updated document to put on file. Prior legal documentation will be followed until revised documentation is received. In the absence of any legal documentation, both biological parents will have equal rights.

Staff members will release children only to individuals that the parent has listed on the daily attendance sheet or provided in writing to the teacher. In the case of an emergency, verbal permission by phone may be given. Staff members will check the photo ID of anyone they do not recognize. Please inform all individuals that may pick up your child that they will be required to present photo ID at the time of pick up.

Staff members will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. If the person attempting to pick up a child appears to be under the influence, emergency contacts will be called to transport the child home and police will be notified if necessary.

11. Educational Philosophy and Curriculum

The world-renowned Montessori teaching method focuses on the way the brain works to store information. Dr. Maria Montessori found that the more sensory information that was stored in the brain with the concept being taught, the better the child retained and applied the concept. The synapses in the brain become thicker and stronger with more sensory input. This means our students will see less worksheets and more hands-on activities, utilizing Montessori materials. It also means unusually high achievement by our students academically, socially, and emotionally.

The Montessori method emphasizes the classroom community and the child's part in it. Respect

for other children, their lessons, and the classroom itself are the foundation for fulfilling relationships and self-discipline – two areas critical to success in life.

We are one of the first preschools to follow the Ohio Department of Education Academic Content Standards for Preschool. These Standards establish the concepts that should be taught in the five main subject areas – reading, writing, mathematics, social studies, and science.

The combination of the Montessori Method and the Ohio Department of Education Academic Content Standards provides an exceptional foundation for your child's success.

12. Sample Classroom Schedules

The daily schedule is flexible enough to provide adaptability, when necessary, yet structured enough to provide predictability for the children. The schedules below show families a typical day at Young Explorers for each age group.

Infant and Toddler Schedule

6:30-9:30 Arrivals, parent/teacher communication, breakfast, supervised free choice play, etc.

9:30-10:00 Snack and diaper changing

10:00-11:00 Small group activities facilitated by our teachers (story time, creative arts, sensory, puzzles, music and movement, etc.)

11:00-11:20 Outdoor play on Sun Porch or gym/gross motor activities

11:20-11:30 Clean up and wash hands

11:30-12:00 Lunch

12:00-12:30 Clean up, diaper changing, quiet activities

12:30-2:30 Naptime

2:30-3:30 Individual activities as children wake up; snack, diaper changing, reading stories, etc.

3:30-4:30 Individual and group activities; learning centers open

4:30-5:30 Structured activities with teacher

5:30-6:30 Diaper changing, clean up, self selected activities and supervised free play

*In compliance with state regulations, it is our policy to change diapers at least every two hours.

Toddler Two Schedule

6:30-9:30 Arrivals, parent/teacher communication, breakfast, supervised free choice play, gym

9:30-10:00 Music and movement, finger plays, poetry, singing, dancing or outdoor/gross motor play

10:00-10:20 Snack and diaper changing

10:20-11:00 Small group activities facilitated by our teachers (story time, creative arts, sensory, puzzles, music and movement, etc.)

11:00-11:20 Circle Time (review of letters, shapes, colors, numbers, counting, and sign language)

11:20-11:30 Clean up and wash hands

11:30-12:00 Lunch

12:00-12:45 Clean up, diaper changing, quiet activities

12:45-2:45 Naptime

2:45-3:45 Individual activities as children wake up; snack, diaper changing, reading stories, etc.

3:45-4:30 Outdoor play (weather permitting)/gross motor activities

4:30-5:30 Structured activities with teacher
 5:30-6:30 Diaper changing, clean up, self selected activities and supervised free play

Preschool Schedule (year-round program)

6:30-9:30 Arrivals, parent/teacher communication, breakfast, supervised free choice play
 9:30-10:00 Circle Time (calendar, weather, and skill review)
 10:00-11:00 Small group Curricular activities (teacher facilitated) Story time, creative arts, sensory, puzzles, music and movement, poetry, singing, dancing
 11:00-11:30 Outdoor play/gross motor activities
 11:30-11:40 Clean up and wash hands
 11:40-12:00 Lunch
 12:00-12:45 Clean up, quiet activities
 12:45-2:15 Quiet cot activities
 2:15-3:00 Individual activities as children wake up; snack, table toys, reading stories, etc.
 3:00-3:15 Snack and potty break
 3:15-4:00 Outdoor play/gross motor activities
 4:00-4:30 Structured activities with teacher
 4:30-6:30 Individual and group activities (self and teacher facilitated); learning centers open, housekeeping, books, art, science, music, blocks, etc.

After School Club Schedule

3:15-3:40 Arrival from school, handwashing
 3:40-4:00 Snack
 4:00-4:30 Club Chat (to share their day) or 20 Questions Child of the Day
 4:30-4:45 Restroom break, handwashing
 4:45-5:10 Homework and SSR time (silent sustained reading)
 5:10-5:30 Playground or music room
 5:30-6:00 Gym games

13. Ratios and Group Sizes

Age Group	Teacher Child Ratio	Maximum Group Size
Infants (0-12 months)	1:5 or 2:12	12
Toddlers (12-20 months)	1:6	12
Toddlers (20-30 months)	1:7	14
Toddlers (30-36 months)	1:8	16
Three-year-olds	1:12	24
Four-year-olds	1:14	28
School Age	1:18	36

14. Supervision of Children

Non-School Aged Children: No child shall ever be left alone. Staff will supervise all children by sight and sound at all times, including naptime. If a child becomes ill, they may be isolated to a section of the classroom not in use, but still within sight and sound of a staff member.

School Aged Children: One group of no more than 6 school aged children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a childcare staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically. For example, this rule applies when the children are in the music room watching a video, and the teacher is in the hallway with children using the restroom.

15. Parent Participation and Communication

Parents are encouraged to participate whenever possible in the activities of the school. Parents have unlimited access to all areas of the building used for childcare for their child during hours of operation. Parents also may wish to attend class parties and special luncheons or to simply stop in to join in the daily fun.

Teachers are available to discuss a child's progress or needs at any time. Parents are asked to make appointments with staff when it is necessary to engage in lengthy conversations. Teachers want to be able to focus on you and your child at these times and that's not possible when they are responsible for supervising the classroom.

Our school is a partnership between the parents, teachers, and staff working towards the common goal of developing your children. If you have any concerns or questions at any time, please bring them up to the appropriate staff member when they occur. The sooner a parent's concern is voiced, the faster it will get resolved. For policy concerns, see the Center Director. For educational concerns, please address accordingly with your child's teacher.

16. Holidays and Celebrations

Young Explorers centers celebrate Halloween, Christmas, Hanukah, Thanksgiving and other holidays at the center. You are always welcome to join our celebrations!

17. Classroom Transitions

You will be notified when your child is ready to move up to the next classroom. As part of the procedure, staff members will develop a transition plan, including the beginning and end date along with the transition schedule. The plan must be approved by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and if space is available in the requested classroom.

18. Field Trips and Transportation

Our School Aged children take periodic field trips, both walking and on the Young Explorers bus. Before any child participates in a field trip, written permission must be provided by the parent. A safety plan for transportation and the trip will be developed by the administrator and reviewed with all staff who are participating. A minimum of one YE staff member will be on the bus in addition to the driver. All employees who attend field trips must have all the required training classes needed to accompany children on a bus, including First Aid and CPR. A bus inspection is performed prior to each trip. Before departing the center, a count will be taken of all children,

and they will be marked on an attendance verification sheet. Upon arrival at the destination, another count will be taken to ensure that all of the children have safely arrived. This process will be repeated upon leaving the destination and arriving back to the center. During the trip, each staff member will have specific children they are responsible for supervising.

19. Swimming and Water Play Activities

Children will be provided with water play opportunities at the school. These can include both sprinklers and splash pads. Please remember to send a bathing suit, towel, and sunscreen for your child.

School age children will have the opportunity to visit a nearby swimming facility. Parents will be asked to sign written permission prior to children engaging in water play involving a pool. At least one extra staff member will attend the pool trip with students.

20. Mandatory Licensing Statement

The following information is required by Ohio Administrative Code.

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. The license is posted on the lobby bulletin board 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 laws and rules governing childcare 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 (ORC), to report their suspicions of child abuse or child neglect to the local public children's 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.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center. The licensing inspection reports and complaint investigation reports for the current licensing period are also posted in a conspicuous place in the facility for review.

Rosters of the names and telephone numbers of the parents 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.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. <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. 1210 et seq.

This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.

Young Explorers complies with the Americans with Disabilities Act (ADA) including procedures regarding enrollment and administration of medication for students with disabilities.

Any diets that must be modified from the USDA requirements will need to complete a modified diet form available in the office.

School Age children are able to carry their own medication in their backpack to and from school, but it must be left in the office upon arrival in our program.

For additional information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>