

# M1kids academy

M1 Kids Academy  
Parent  
Handbook

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## CENTER INFORMATION

Assembly of God Preschool and Daycare (DBA: M1 Kids Academy)

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## MISSION STATEMENT

M1 Kids Academy (M1KA) is dedicated to providing quality child care to families with children ages 6 weeks -12 years. We strive to create a safe, caring, Christ-centered environment that focuses on a child's individuality, offering a program that develops their cognitive, social, physical, and spiritual growth.

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## PHILOSOPHY AND OVERVIEW

M1KA provides care for children ages 6 weeks to 12 years. M1KA was established with the belief that every child deserves a stable and loving atmosphere in which to grow, learn and reach their full potential. This is achieved through open communication with parents and working to provide a safe, healthy and exciting child care experience. We believe that our purpose is to serve and by doing so, bring glory to God.

M1KA prides itself on being one of the oldest and largest daycare providers in Richland and the surrounding counties. One main reason for the longevity is the relations that we work to build with the families we serve, the community we serve in, and the employees we hire.

M1KA is housed within a church building and structure. The M1 Church Senior Pastor is the head of not only the church, but also the academy. The Director reports directly to the Senior Pastor. M1KA has a Board of Directors who meet at least monthly to discuss financial, business, discipline, employee, child and other related matters. M1KA is comprised of Support Staff, Office/Business Staff, and daily classroom staff.

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## LICENSING INFORMATION

The Ohio Department of Job and Family Services (ODJFS) mandates the following ratios be met at all times. Only staff members who have been background checked, approved, and trained will be left alone with children.

Age Group	Maximum Group Size	State of Ohio Teacher:Child Ratio
6 weeks to 12 months; Infants	12	1:5 or 2:12
12 to 18 months; Infants/ Older Nursery	12	1:6 or 2:12
18 to 30 months; Toddlers	14	1:7 or 2:14
30 to 36 months; 2's/3's	16	1:8 or 2:16
3 to 4 years; PreK	24	1:12 or 2:24
4 to 5 years; PreK	28	1:14 or 2:28
School Age	36(in one room)	1:18 or 2:36

According to ODJFS 5101:2-12-20, children ages 18 months and older may be doubled for two hours at nap times when all children are resting quietly on their cots and there are enough staff in the building to meet regular staff to child ratios in the event of an emergency.

**Enrollment Process**

All families must submit a completed application including a registration fee (\$25 per child or \$40 per family).

All necessary paperwork is required at least two business days before that child's first day of attendance.

These items include the following:

- Application
- JFS 01234 Child Enrollment and Health Information for Child Care
- Authorized Pick-up List
- Family Information for Step Up to Quality
- Child's Medical Statement and Immunization Record or a statement from parent stating the he or she has declined to have the child immunized against the disease accompanied by a physician signed certification regarding the immunization(s) as medical contraindicated.
- JFS 01236 "Medical/Physical Care Plan" (for children with medical conditions)
- Sleep Waiver (if applicable)
- Basic Infant Information for Child Care (if applicable)
- Infant meal -Parent preference letter (if applicable)
- CAC Food Program document
- Brightwheel form
- Initial ASQ assessment for each child (Infants through PreK)

Any changes to this information must be communicated to the office immediately. A file found to be out of compliance may result in termination per ODJFS compliance rule 5101:2-12-37.

If a child misses 3 consecutive business days without communication a staff member from M1KA will make an attempt to reach the family. If a child misses 5 consecutive business days without communication, that child will be considered withdrawn and moved to the bottom of the waiting list.

The family will be held responsible for paying the absent week since M1KA held that child's position open. This is one reason it is important to maintain current phone numbers on file.

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**TUITION**

Tuition Costs were changed in the Fall of 2020. They will be amended again once M1KA receives Step Up To Quality ratings. For specific billing questions contact M1KA's billing specialist.

\*\*Multi-child discount: 1<sup>st</sup> child : Full Price / 2<sup>nd</sup> child : \$10 off weekly cost / 3<sup>rd</sup> child : additional \$5 off weekly cost  
Payment is due every Friday. After 2 weeks of non-payment, the child will not be allowed to return until the M1KA account is paid in full. M1KA is not required to hold a child's placement while waiting on payment; there is a risk that child will lose their place in the classroom if payment is not prompt.

M1KA will communicate change in prices in advance via verbal, written, and/or Brightwheel notifications.

**Hours of Operation/Closures**

M1KA's hours of operation are Monday-Friday 6:00 A.M to 6:00 P.M. M1KA may deem it necessary to close due to emergencies or severe inclement weather. Regular tuition is expected despite unplanned closings or delays.

- Parents will be informed of a closing via:

M1KA Communication System: Brightwheel

Website: WMFD

TV: Fox 8, WMFD

Radio: Y-105, 100.0 FM

M1KA will be closed the following days:

- New Year's Day (January 1st)
- Teacher Inservice Day (First Friday in March)
- Memorial Day (4th Monday in May)

- Good Friday (Friday before Easter)
- Independence Day (July 4th)
- Teacher Inservice Day (Friday before Labor Day)
- Labor Day (1st Monday in September)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving (4th Friday in November)
- Christmas Eve (December 24th)
- Christmas Day (December 25th)

M1KA will close early the following days:

- New Year's Eve (December 31<sup>st</sup>) closing at 3:00 PM

### **Brightwheel System**

M1KA utilizes the Brightwheel System for several purposes including billing statements, tracking attendance, providing daily reports, and as means of efficient communication between M1KA staff and parents. Please ensure your child's Brightwheel System is kept up to date and is working properly. If you have any questions please the front desk for assistance. Please update your child/ren(s) Brightwheel information on a regular basis. Please ensure all members on the child's pick-up list have a Brightwheel pin to sign the child out of the classroom tablet at the time of pickup.

### **Custody Agreements**

M1KA will remain a neutral party between multi-family units and parents petitioning for custody through the court system. Certified documents indicating who has parental rights must be submitted to the office and communicated with the child's teacher.

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## **DROP OFF/ PICK UP**

### **General Guidelines**

Please understand that safety is our number one priority. M1KA follows a strict policy regarding unsupervised children and the release of children.

#### **Drop Off (when COVID restrictions are not present):**

- Children may not be dropped off at the entrance to the building, will not be allowed to enter the building without an adult, and are not to be walking in the halls without an adult.
- Parents are required to bring their child(ren) to the classroom and make contact with the teacher on duty. This allows the opportunity for any special instructions, arrangements, medications or brief sharing of information to be exchanged between the parent or guardian and the teacher.
- Staff shall complete well-child checks upon arrival to document, note, or discuss any marks or bruises that may have happened while not in M1KA's care. It is important that parents understand this may take some extra time and help the teacher with this.
- Each child will be signed in the classroom tablet by staff on duty.

#### **Drop Off (when COVID restrictions exist):**

- Parents will bring children to the foyer of the building. A Staff member will take the child's temperature prior to allowing the child into the building. If the child is fever free, with a temperature of less than 100, the child will be allowed to stay. The staff member will take the child and his/her belongings to the child's classroom. Staff members will help the child wash his/her hands (sanitizer may be used for children over the age of 24 months).
- Each child will be signed in the classroom tablet by staff on duty.

#### **Pick Up (this process may change based on COVID restrictions):**

- While parents are not allowed in the building due to COVID restrictions:
  - Parents may call the front desk and give warning that they are on their way.
  - A staff member will bring the child to the front desk foyer area and hand the child and his/her belongings to the parent/pick up person.
- While Parents are allowed in the building:
  - 1 adult per family unit may enter the building. This person *must* wear a mask and sanitize hands immediately upon entering.
  - The adult may go to the child(ren)'s room but may not enter the classroom.
  - The adult will sign the child out via the classroom tablet and his/her Brightwheel pin.

- At the time of pick up, parents must make contact with their child's teacher to ensure that the staff is aware of each child leaving.
- If the classroom staff does not recognize the person picking up, or if the person picking up is not listed on the approved pick-up list, the pick-up person will be asked for identification and/or directed to go back to the Welcome Center without the child. The office personal will then follow the M1KA protocol regarding approved pick up procedure.
- At no time will children be allowed to leave with anyone under the age of 18 (unless the child's parent is under the age of 18); it must be an *adult* listed on the child's approved pick-up list.
- Approved pick-up persons *must* sign the child out of the classroom tablet daily using their Brightwheel pin.
- If a parent or guardian attempts to pick up a child and appears to be under the influence of drugs or alcohol, Staff will ask that the guardian arrange for someone else to pick up the child(ren). If the guardian chooses not to call for assistance and the staff members feel that the child(ren) may be in danger, M1KA will contact the proper authorities, under rule 5101a: 2-12-27.
- Parents are responsible for the supervision of their child before they enter the building and after they leave the classroom.
- Families receiving financial assistance for child care through ODJFS must stop at the Welcome Center to sign their child in prior to leaving their child at M1KA and at the end of the day to sign their child(ren) out prior to retrieving their child from the classroom.
- Please ensure all members on the child's(ren's) pickup list have a Brightwheel pin to sign the child out at the time of pick up.

## **ODJFS / PUBLICLY FUNDED FAMILIES**

The Ohio Department of Job and Family Services ("JFS") reviews applications and makes decisions regarding which families qualify for day care financial assistance in the state of Ohio.

- JFS currently has a tablet tracking system. No matter the system, JFS approved families must sign their child(ren) in and out of daycare each day at the time of drop off and pick up.
- By signing in with specific drop off and pick up times (prior to dropping off or picking up), JFS is able to see which children are at daycare and how many hours each child is staying at daycare. JFS is then able to pay accordingly. Simply put, when parents and caregivers who have been approved for financial assistance through JFS do not sign their child(ren) in and out each day, M1KA does not receive payment.
- Parents or guardians who receive ODJFS assistance **MUST** sign their child(ren) in prior to dropping them off to the M1KA staff member and must sign their child(ren) out prior to picking them up from their classroom. Parents or guardians who neglect to sign their child(ren) in or out for two consecutive business days will not be allowed to drop their child(ren) off at M1KA on the third day until they have remedied the previous check in and check out times.
- JFS allows 20 absent days per half year (January 1st to June 30th). These days start over July 1st (20 more days) to be used as sick or vacation days.
- JFS requires all children attend M1KA 25 hours per week (Schoolage program is excluded from this requirement).
- If your child does not meet the required 25 hours our Enrollment Coordinator will use absent days in order to meet the 25 hours.
- If there are not enough absent days left to meet the required hours, the parent/ guardian will be required to pay the difference.

## **CHARGES**

### **Tuition and Payment Policies**

M1KA is a full-time center and services are offered either through self-pay or publicly funded/approved pay (via ODJFS).

- Self-pay and copay tuition is due weekly, following the week that services were rendered.
- Before any child(ren) can be officially enrolled or begin care at M1KA, the entire registration fee and first week tuition/copay is due.
- All checks are made payable to: M1 Kids Academy. A tax statement will be available at your request.
- Registration fee (\$25.00/child or \$40.00/family) is a one-time fee due at the time of enrollment. This fee is non-refundable.
- Summer Activity Fee is \$100.00 per child. Summer Activity Fee is due by June 1 and is nonrefundable.

- Families with multiple enrolled children receive a discount. 1<sup>st</sup> child pays Full Price / 2<sup>nd</sup> child receives \$10 off weekly cost / 3<sup>rd</sup> child receives an additional \$5 off weekly cost.
- Payment is due every Friday. After 2 weeks of non-payment, the child(ren) will not be eligible to return until the M1KA amount is paid in full. M1KA is not required to hold a child's placement while waiting on payment; there is a risk that child will lose their place in the classroom if payment is not prompt.

### **Delinquent Accounts**

Tuition (co-pay for publicly funded/ ODJFS families) is due in full on a weekly basis, by the Friday following services rendered.

- A \$25.00 charge will be added each week your payment is late.
- After 2 weeks of non-payment, the child will not be allowed to return until the account is paid in full, provided there is still an open spot on the roster.
- M1KA is not required to hold a child's placement while waiting on payment; there is a risk that a child may lose their place in the classroom if payment is not prompt.

### **Late Pick Up Policy/ Fee**

If a parent or guardian realizes that unforeseen circumstances beyond their control prohibits them from picking up their child(ren) at the scheduled pick up times, it is the responsibility of that parent or guardian to plan for the alternative pick up and to notify the M1KA office. It is imperative that schedules be followed M1KA according to your enrollment contract.

- A late fee of \$5.00 will be charged for the first 5 minutes past 6:00 pm and \$1.00 for every minute thereafter for each child. (As of January 2021, the fee will be \$5.00 each minute the child is not picked up after the 1-hour mark).
- If a child is consistently being left after 6:00 P.M. there is a risk of losing your child care services through M1KA.
- If M1KA is unable to contact a parent or guardian to discuss a reasonable pickup time, staff is mandated to contact Children Services.

### **Returned Check Fee**

A fee of \$35.00 will be charged for any returned check or insufficient funds.

### **Absent Days**

- Self pay families are allowed 10 absent days per year. After the 10 absent days are used, full tuition is due regardless of the child being absent or not. The exception is if the child himself/herself is mandated to quarantine due to exposure to COVID or if there is an emergent or long term hospital related concern. Situations must be brought to the attention of M1KA Administration and will be discussed on a case-by-case situation. Failure to pay full tuition after the absent days have been used may result in termination.
- Publicly funded families (via ODJFS) are allowed 20 absent days every 6 months. JFS raised the amount of absent days in order to plan for potential medical and/or quarantine days that the child may need. M1KA will utilize only the absent days needed within a week to ensure that children are receiving their full time hours each week. Families are responsible for paying the difference. Failure to pay the difference may result in a risk of losing the child's placement.

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## **PARENT PARTICIPATION**

M1KA welcomes our parents/guardians to participate in our daily activities and field trips. We are proud to be a family focused center and enjoy having an open-door policy to parents.

- For the safety of the children and staff all parents and visitors must sign in at the Welcome Center if they are coming on-site for any reason other than pick-up or drop off. It is our desire to know who is in the building and what their purpose is at all times.
- For the safety of the children and to ensure that system appropriate supervision is provided at all times, parents and visitors are asked to schedule a time to speak in depth with the teacher. If there is a situation where immediate assistance is necessary and the teacher is unable to leave the room, please ask the Welcome Center if the Director is available. The Director's regular hours are posted on the communication board near the Welcome Center.

- M1KA wants to support and serve our families beyond providing quality child care. For this reason, a parent resource board has been created and is located near the welcome center.

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## **SUPERVISION**

M1KA's primary concern and responsibility is to ensure that basic, emotional, and safety related needs are met for each child while in our care. Staff members are to remain alert to the safety needs of the children, anticipate potential hazards and take necessary precautions and preventative measures according to State and M1KA guidelines. At no time will a child be left unattended; children will remain within sight and sound of a staff member at all times. The only exception will be school agers while using the restroom.

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## **OUTDOOR PLAY**

Children are taken outside each day except in extreme conditions. These conditions are defined when the temperature is below 35 degrees or rises above 90 degrees. Outdoor play will also be adjusted for rain, snow, pollen count, wind chill, ozone warnings, or threatening weather. Additional but non-environmental factors such as heavy on-site construction, dis-repair of the playground equipment, or if M1KA is operating on a lock-down due to an unforeseen and unmanageable outside threat will also prevent children from playing outside. When outdoor play is not available inside activities and use of a gymnasium will be available. Please send children with proper clothing for all seasons.

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## **TRANSPORTATION OF CHILDREN**

The center *will not* transport children in emergency situations. If a child requires emergent transportation, the parent and/or the emergency squad will be contacted to transport. The Emergency Transportation Authorization form in the enrollment packet must be signed. If the parent/guardian refuses to sign the authorization form the child will be unable to attend M1 Kids Academy.

In the event of an emergency, M1KA Staff will call 911 and begin to perform first aid and/or CPR as staff members are trained to do. Other staff members will work to contact parents, guardians, and other emergency contacts for the child. While the child is still in the care of M1KA, Administration will follow all medical professional guidance. This includes on site treatment and/or transportation to a hospital facility. M1KA will never transport a child and will ensure a staff member stays with a child until parent/guardian/family approved person is able to remain with the child. If medical professionals believe that the child requires emergency transportation and the child's familial contact is not on site, M1KA will follow this guidance of the medical professionals and will travel in the ambulance with the child to the designated hospital. A serious incident report will be completed and available within 24 hours after the incident occurred.

M1KA owns and operates a bus for field trip transportation. The vehicle is inspected by the State Highway Patrol annually and meets all required state mandates under rule 5101:2-12-18. M1KA only transports children who are 4 years or older and who meet the weight requirement. Permission slips will be provided and consist of all the information pertaining to the specific field trip. The permission slips must be signed by the parent prior to the child being transported by M1KA. Attending staff members will also maintain the field trip checklist and the list will be kept on file for one year.

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## **SWIMMING INFORMATION**

### **Toddler Through Preschool**

Swimming activities will be provided by M1KA for children in the toddler through preschool classes.

- Pools with sides less than 18 inches high may be used for toddlers and older while on childcare premises. Infants will not engage in water related activities.
- Parents must sign a permission slip prior to the children engaging in any activity in or near water that is 18 inches or more deep.
- The child's teacher will provide parents/guardians with a list of needed supplies including sun block for each child (child's sunscreen must be at least 50 SPF). A medication form must be signed at the beginning of each summer allowing M1KA staff to apply the sunscreen to the child.

### **School Age**

School age children may attend a city pool (weather permitting).

- M1KA will ensure that there is at least 1 lifeguard for every 35 children while at the pool. M1KA will not participate in an event near or in water that is 18 inches deep without the use of an on-duty lifeguard. M1KA staff will also supervise the children while around water.
- School age children will be required to provide their own (50 SPF) sunscreen that will be applied before each swimming session. A permission slip is required for all activities in or near water and for applying sunscreen.
- M1KA will only use water activities/pools where one can see the bottom.

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## TECHNOLOGY

M1KA uses televisions to access learning material, music, and occasional movies. School Agers will have limited and restricted use of Chromebooks to play educational games and to read pre-selected books. Children are not allowed to bring or utilize any electronics from home without previous written permission M1KA. If a child does bring an electronic and refuses to place or leave it in his/her backpack, the item will be confiscated and left at the Welcome Center so that the caregiver may take it at the time of pick up.

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## WITHDRAWALS

Parents wishing to withdraw their child(ren) may do so at any time. A written two-week notice is requested in order to determine a new start date for an incoming child. Not following proper procedure may result in M1KA charging the family two weeks in order to offset the cost of holding a position for your child(ren). All unpaid balances will need to be fulfilled at the time of withdrawal.

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## VACATIONS

Each self-pay child is granted 10 vacation days. These days may be used individually or consecutively. The 10 days are prorated and renewed annually from January 1. Full weekly rates will be required once these days have been used.

JFS allows 20 absent days per half year (January 1<sup>st</sup> to June 30<sup>th</sup>). These days start over July 1<sup>st</sup> (20 more days) to be used as sick or vacation days.

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## CHILD ABUSE REPORTING

All M1KA staff members are **mandated reporters** of child abuse and/or neglect and have completed a training regarding child abuse. Any staff member who has suspicion of child abuse or neglect is required by law to report it to the local children's service agency. Staff members are not required to contact or discuss with M1KA administration prior to reporting allegations.

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## GRIEVANCE PROCEDURE

M1KA operates based on the "Matthew 18 Principle." This principle states that if you have a concern or problem with someone (or something someone did) take it directly to that person. If the two of you are not able to come to an agreement or conclusion, after keeping the discussion on the issue, not as a personal attack, bring in a third party to help. Therefore, we encourage parents to first address any questions or concerns with their child's teacher. If you are not satisfied or able to reach an agreement, then please schedule a time to meet with the Director and the teacher. Should additional action need to be taken, provide your specific concerns, what specific steps were taken, include dates and times, and this will be brought to M1KA's Pastor.

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## NAPPING AND RESTING

Young children need rest in order to reach their full learning and growing potential.

- Infants (children up to 12 months of age) will be allowed to sleep on command; whenever they are tired. Infants are assigned to their own cribs for sleeping. Each crib mattress is set to the lowest level and the side of the crib is set to the highest level. Infants are placed on their back and have no items in the crib with them (i.e. blankets, bumpers, toys, etc.). A pacifier may be used but pacifier leashes may not be used in cribs. Infants who are not yet able to roll over are permitted to wear a swaddling product but not to be swaddled with a blanket. Older infants who are able to roll over are not to be swaddled but may wear a blanket product that meets safety standards. Infants who fall asleep in a swing, bouncer, or rocker will be placed in their designated crib meeting the ODJFS rules and regulations, unless the parent has turned in a completed sleep waiver that has been signed by a doctor. All children 12 months – 18 months must have a permission slip signed by the parent stating that the child may sleep on a cot, not in a crib.

- Children who are assigned to a classroom where all children are at least 12 months old through preschool will have designated rest time after lunch. Each child is provided their own cot that fits them length and width wise. These children are allowed to sleep with a blanket and/or pillow that they bring from home. It is not required that each child sleep, however each child must rest quietly on his/her cot. After nap time each child will be offered an afternoon snack (see menu for details).
- According to ODJFS 5101:2-12-20, toddler and preschooler ratios may be doubled for 2 hours at naptimes as long as all children are resting quietly on their cots and there are enough staff in the building to meet the regular staff to child ratio if there is an emergency.

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## **MEALS & SNACKS**

### **General Information**

M1KA provides all on-site children with breakfast, lunch and an afternoon snack. All menus are approved according to our contract with the Child and Adult Care Food Program (CACFP). An updated menu is located on the communication board at the Welcome Center and will be sent weekly through Brightwheel.

- Meal times vary according to each class schedule (see teacher for class schedule), however, no child will go more than 4 hours without food being offered.
- Due to nutritional guidelines, sack lunches from home are discouraged. With the exception of infants 12 months and younger.
- Drinking water is available to children at all times.
- Please note that if a child is brought in after scheduled meal time M1KA will not provide that meal for the child, unless proper arrangements are made.
- M1KA will offer children 12 months through 24 months whole cows milk, 24 months and older will be offered 1% or skim cows milk. A doctor's note is needed for any exemptions or changes to this.

### **Breakfast**

Breakfast includes at least one serving from three of the four food groups. (dairy, fruit/vegetable, grain, protein)

### **Lunch**

Lunch includes one serving from each of the four food groups. (dairy, fruit/vegetable, grain, protein)

### **Snack**

Snack includes one serving from two of the four food groups. (dairy, fruit/vegetable, grain, protein)

### **Special Diets**

Special or modified diets will be followed as long as the child has a completed health form along with a physician's note stating the purpose and specific details of the diet.

- If there is a doctor's note stating that the child is not able to eat what M1KA is offering or providing, it is the responsibility of the parent to provide food for the child. If food is not provided and/or alternate arrangements made with the kitchen staff and administration, the child may be sent home until a solution is found (i.e. parent packs food, doctor's note is updated, etc).
- Meals offered to the children must follow CACFP guidelines please see breakfast, lunch, and snack list above.

### **Infants**

All meals will be provided. Please see the infant menu on the communication board at the Welcome Center. When the parent/guardian is ready for the infant to start table food the parent must complete additional paperwork documenting this change and needs to verbally communicate this with the teacher. Infants will not be allowed to have oatmeal in their bottles unless a doctor's note is provided. If a Staff member suspects there to be oatmeal in a bottle M1KA Staff will call the parent/ guardian to come and replace the bottle.

### **Nursing Mothers / Breastfed Infants**

M1 Kids Academy works with mothers who choose to breastfeed their babies and want to remain on a nursing schedule. Mothers are welcome to come to the building or take their infant off site to nurse. The infant will be signed out of the classroom while he/she is with his/her mother and will be signed back into the room after eating. Regular check-in procedures will be followed.

Breastfed babies *must* have at least 3 servings of frozen milk available on-site in case of an emergency.

## **SAFETY GUIDLINES**

There is always at least one staff member on site who is certified in First Aid, Communicable Disease and/or CPR. M1KA staff will administer basic first aid for accidents/injuries. If the injury/illness would be more serious, first aid will be administered, and the parents will be contacted immediately. In extreme instances, an emergency squad may be called for assistance. M1KA will not transport a child needing medical care.

### **Building Security**

M1KA is a lock-down facility. We take child safety very seriously. Designated staff members perform daily door checks to ensure that all exterior doors are locked from the outside. Only the main Academy entrance is available to anyone other than facility key-holders. This entrance is also locked; anyone wishing to enter the building must either enter the designated code on the keypad or be let in by a staff member. The door code will be reset as necessary.

### **Incident Reports**

An incident/injury report will be completed for all center related accidents/incidents/injuries that occur while at M1KA. All observed bumps, bruises, etc. that occur while a child is in our care as well as marks that are noticed during well child checks will be reported in a written incident report. The report will be provided to the person picking up the child on the day of the incident/injury. The pick-up person shall sign the report stating they were made aware. A copy may be made for the parent/guardian as requested. The original report will be filed in the child's file for one year.

### **Emergency Transportation**

M1KA will not transport children in an emergency situation. The Emergency Transportation Authorization form in the enrollment packet must be signed. If the parent/guardian refuses to sign the authorization form the child will be unable to attend M1 Kids Academy.

In the event of an emergency situation, M1KA Staff will call 911 and begin to perform first aid and/or CPR as staff members are trained to do. Other staff members will work to contact parents, guardians, and other emergency contacts for the child. While the child is still in the care of M1KA, Administration will follow all medical professional guidance. This includes on site treatment and/or transportation to a hospital facility. M1KA will never transport a child and will ensure a staff member stays with a child until parent/guardian/family approved person is able to remain with the child. If medical professionals believe that the child requires emergency transportation and the child's familial contact is not on site, M1KA will follow this guidance of the medical professionals and will travel in the ambulance with the child to the designated hospital. A serious incident report will be completed and available within 24 hours after the incident occurred.

### **Fire & Weather Safety**

The center has devised several procedures to follow in emergency situations while your child is in the care of the Academy. In the event of a fire or tornado, staff will follow the written instructions that are posted in each classroom. To prepare the children and staff for the unlikely need to evacuate; the center conducts monthly fire drills as well as other seasonal drills. Comfort Inn, located at 500 North Trimble (419-529-1000) is M1KA's designated emergency destination should evacuation be necessary due to fire, weather or other reason. A sign will be posted with the evacuation location. Attempts will be made to contact parents, guardians, and/or emergency contacts. If such attempts fail, Staff will attempt to call persons listed on the child's pick-up list.

### **Threat of Violence**

In the unlikely event there would be an environmental threat of violence, the staff will secure the children in the safest location possible, contact the proper authorities and follow law enforcement instructions. M1KA Staff members will contact parents as soon as the situation allows. An incident report will be provided for parents.

For additional information, M1KA has an Emergency and Evacuation Plan on site. This plan is posted in each of the classrooms, the gyms, and the board at the Welcome Center. Parents are able to view this written Plan as they choose.

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## **FORMAL ASSESSMENTS**

M1KA uses three different child assessments; the Ages and Stages Questionnaire, the Assessment, Evaluation, and Programing System, and an individualized Goal Sheet. These tools help our teachers improve and customize

teaching strategies to meet each child's needs. Our data is not reported to any outside organizations. Parents may request a copy of the child's assessments at any time.

### **ASQ's**

Ages and Stages Questionnaires (ASQs) are completed when a child is enrolled at M1KA and are updated every 6 months. ASQ's are sent home for the caregiver to complete. Parent's in-depth knowledge and observations of their child helps them complete the ASQs effectively and allows them to become active partners in their child's learning. ASQs are time sensitive and shall be turned in in a timely manner. Trained Staff members will score the assessment and review the results with the parent before filing the form in the child's portfolio.

### **AEP's**

The Assessment, Evaluation, and Programming System (AEPs) are completed within 30 days after a child's start date and are updated every 6 months by the child's teacher. The purpose of AEPs is to track the development of young children in six major developmental areas: fine motor, gross motor, cognitive, adaptive, social-communication, and social. The assessment encompasses pre academic content areas such as preliteracy, numeracy, and pre-writing.

### **GOALS**

M1KA teachers use Individualized Goal Sheets as a tool to work with the parents. Together they create reasonable goals to work with the child at home and in the classroom. Two goals are created every six months. The defined goals are normally based from results of the child's ASQs. Goal Sheets provide an opportunity for parents and teachers collaborate on what the child should be learning and helps to create some learning consistency and reinforcement for the child.

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## **MEDICAL/ HEALTHCARE POLICIES**

It is pertinent that all health forms, physicals, health care plans and immunization records (or a statement from the child's parent/ guardian that he or she has declined immunization against the disease) are current and filled out completely for each child prior to a child starting care at M1KA. Medical forms are necessary for, but not limited to, all allergies, medical conditions, medication management, diet restrictions, and alternate infant sleep positions.

Waivers for immunization must include the parent or guardian objection to an immunization and must be accompanied by a physician signed certification regarding the immunization(s) as medical contraindicated. M1KA staff will refer to the Center of Disease Control and Prevention when such waivers arise (<https://www.cdc.gov/vM1KAines/hcp/acip-recs/general-recs/contraindications.html>).

For parent's convenience, M1KA offers a Release of Information that can be filled out by the parent or custodian. This release permits M1KA to request, exchange, and/or receive information directly from the child's doctor. Even with the release signed, however, all forms must be on file and remain current in order for a child to begin or return to care. M1KA staff will make efforts to ensure communication with the child's pediatrician, however, parents must aid staff in this process as necessary.

### **Medication Management**

M1KA may administer prescription and non- prescription medications to a child only after a parent or guardian completes Ohio's prescribed medication form (JFS 01217) and has trained staff how to administer the medication. All medication forms MUST be filled out at the front desk to ensure the form is filled out properly. This includes non-prescription medications, diaper creams, lotions, food supplements, modified diets, etc.

- Only staff member(s) who have been trained by the parent or medical professional will be allowed administer the medication.
- The medication form will include: child's personal information, name of medication, dosage, time and signatures. The medication must remain in its original container. If dosage or administration times differ from the label a doctor's written instructions must be submitted prior to M1KA staff administering the medication.
- Medications and forms must be handed to the Welcome Center staff; no medication will be permitted to stay in a child's cubby or book bag.
- Over the counter medications will not be given for more than 3 consecutive days without written instructions from a physician.

- Pain reliever medication may only be administered if the child does not have a fever and/or a doctor's note is completed.
- School age children will only be permitted to maintain control of their inhaler; however, parents must sign a release form stating that they are always permitting their school age child to have full access to their inhaler. The child must always keep their inhaler on his/her person. No medication may be stored in a cubby or book bag. If at any time a child is unable to maintain control of their inhaler it must be given directly to the staff on duty. M1KA is operating in compliance with ODJFS Rule 5101:2-12-15.

### **Prescription Medication**

Prescription medications must be brought in their original container with the child's name, date of birth, and dosage instructions on the label. The center will administer medications to a child only after the parent has completed the required medication form, after either the parent or a medical professional has trained staff member(s) in administering the medication per Rule 5101:2-12-15, and after the child has received his/her first dosage. The form must be completed and given with the medication to the Welcome Center staff. At no time should a child have access to the medicine.

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## **MANAGEMENT OF ILLNESS**

M1KA strives to provide children with a clean and healthy environment. However, we realize that children become ill from time to time. Parents may not bring a sick child to the center. If a child becomes sick at the center, staff will remove the child from the other students in attempt to reduce the spread of illness. Staff will then attempt to contact the child's parents/guardians via phone call and/or Brightwheel message. If staff is unable to reach a guardian staff will try to reach someone from the child's emergency contact list. If that attempt fails M1KA may contact the individuals on the approved pick up list. If we are unable to reach an individual to pick up the child within an hour, the parent/ guardian may lose the child's child care and will be charged the current late fee as described in the late pick-up portion of this handbook. (\$5.00 for the first 5 minutes and \$1.00 for each additional minute. As of January 2021, the fee will be \$5.00 each minute the child is not picked up after the 1-hour mark). M1KA follows the State guidelines listed in rule: 5101:2-12-33.

### **Communicable Disease**

A child with any of the following symptoms will be immediately isolated and attempts will be made to send the child home. If the child displays any of these symptoms while at home, the parent or guardian shall not send the child to M1KA until the following protocol is followed based on what column the symptom is found below.

#### **MUST BE OUT OF CARE FOR 24 HOURS AND HAVE A DOCTOR'S NOTE TO RETURN::**

- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusual dark urine or grey or white stool
- Severe coughing (that causes face to turn red or blue OR has whooping sound)
- COVID-19 related symptoms

\*\* IF a doctor prescribes a medication, the first dose must be given at home, a doctor's note, AND a medical form must be provided and completely filled out prior to the child returning to care.

#### **MUST BE SYMPTOM FREE FOR 24 HOURS (WITHOUT THE USE OF MEDICATION) TO RETURN::**

- Diarrhea (Diarrhea is defined as 3 loose stools within 24 hours. M1KA considers multiple loose stools within a single 30-minute period to be counted as one loose stool).
- Throw up / Vomit; 2 or more times within 24 hours OR 1 time if accompanied by any other symptom (If a child is able to stop throwing up, return to an activity and then the child must vomit again, this is considered 2 separate times. Throw up is defined for infants as being a measurably larger amount and/or chunkier consistency than regular spit-up.)
- Difficult or rapid breathing
- Stiff neck with an elevated temperature
- Evidence of lice, scabies, or other parasitic infestation

- M1KA has a *no-nit* policy and will check the child upon return prior to allowing the child past the Welcome Center. A doctor's note will not be accepted for lice if there are nits found in the child's hair.
- Temperature of 100 or higher
- Sore throat and/or difficulty in swallowing

Any child demonstrating additional signs of illness not listed above will be observed for symptoms and the parent will be notified via phone call, Brightwheel message, and/or written notice. If a child does not feel well enough to participate in the room activities, the parents will be called to pick up the child. When a child must be isolated due to illness, that child will remain within sight and sound of a staff member. Any items that were used for the child during isolation will be washed and disinfected before next use.

A sign will be posted notifying all parents what illness that room has been exposed to. Children may be readmitted to the center after a 24-hour period of being free of fever and other symptoms without the use of fever or pain reducer. M1KA may require a doctor's note prior to a child returning to the center after the child was considered ill. If a child requires medication, he/she may return to care after the first dose of medication has been administered and with a doctor's note stating that the child is no longer contagious. A doctor's release will always be required for a child to return to the center before the 24-hour time frame.

For parents' convenience, M1KA offers a Release of Information that can be filled out by the parent or custodian. This release permits M1KA to request, exchange, and/or receive information directly from the child's doctor. If this form is filled out, M1KA is able to quickly obtain necessary information regarding the child's return to daycare and / or ability to be around other children again.

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## **CHILD CONDUCT/ GUIDANCE POLICY**

M1KA uses positive reinforcement and redirection when a child is having a difficult time. We believe in helping children learn self-control and to communicate with other peers when having a problem.

M1KA will practice the following guidance and management found in appendix A to Rule 5101:2-12-19. Staff will utilize developmentally appropriate techniques that are suitable to the child's age and relevant to the circumstances, such as, but not limited to:

- Setting clear limits, boundaries, and expectations.
  - Redirecting the child to an appropriate activity.
  - Showing children positive alternatives.
  - Modeling the desired behavior.
  - Reinforcing appropriate behavior.
  - Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out.
  - Intervene when needed and as quickly as possible to ensure the safety of all children.
  - Use developmentally appropriate separation from the situation. The separation shall last no more than one minute per each year of the child's age and shall not be used with infants. When the child is to return to the activity the staff member must review the reason for the separation and what behavior is expected.
  - Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.
  - Communicate and consult with parents or guardians.
- There are times when a child's behavior becomes excessive and a potential safety hazard or threat to themselves, their peers, or the staff. When this occurs, the child will be removed from the immediate area and attempts will be made to further calm the child down and process on a more extensive level. Should the child continue to react with violence or display signs that he/she is not able to calm down and safety threats remain, M1KA staff will notify the child's parent/ guardian. A determination will be made on a case by case situation if the child remains on site for the rest of the day or if the child will need to leave. If a child is unable to stay due to behavior and M1KA is unable to contact the parent we will then attempt to contact the individuals on the emergency contact list, if that also fails we will attempt to call the individuals on the approved pick up list. If we are unable to schedule pickup for the child within an hour the parent/ guardian may forfeit their child's spot at M1KA. Furthermore, the parent/guardian will be charged the current late fee as described in the late pick-up portion of this handbook. (\$5.00 for the first 5 minutes and \$1.00 for each additional minute. As of January 2021, the fee will be \$5.00 each minute the child is not picked up after the 1 hour mark).

- M1KA offers a Release To Record statement for our families. A parent may sign this statement allowing M1KA administration to video record an incident or behavior on a designated agency device in order to share at a follow up conference with the parent. This information may help M1KA and the families determine how to best work with that child. The recording will never be shared, distributed, or shown to persons other than M1KA administration and parents. Recording will never occur unless the signed Release is on file prior to the incident.
- When a child is an aggressor toward a peer or staff, an incident report will be completed. If the child's behaviors create additional significant safety concern to themselves, peers, or staff, a serious incident report will be completed and the state will be informed within 24 hours of the incident. Reports (where the child is considered aggressive or posing a safety threat and the situation is non-accidental or deemed age appropriate) are considered 1 point. When a child receives 10 points, he/she will be placed on a 2 full day suspension. When the child receives 15 cumulative points, he/she will be placed on a 5 day suspension. When the child receives 20 points, he/she will be expelled from M1KA.
- M1KA Staff are trained to fill out 3 types of reports: an Aggressor report, an Attention Parents form, and an incident report. At any time the parent/ guardian may request a copy of their child reports.
- At no time is a staff member or administrator to use any form of physical discipline, verbal abuse, or withholding of food as a form of punishment, however, restraining a child by a "bear hug" to protect the child, other children, and/or staff may be used if necessary. We will not impose discipline upon a child for failure to eat, sleep, or for toilet accidents.
- To help our children and our teachers we utilize a service called Catalyst List Life Services. If a child's behavior becomes an issue we may ask the parent/ guardian to sign a waiver to have Catalyst come in and spend time with the specific child to help give our teachers tips on how to attempt to help improve the child's behavior.

### **Biting Policy**

The American Psychological Association (APA) explains that biting in young children is a way for them to express themselves since they are not always able to recognize, verbalize, or control their emotions or feelings. M1KA staff will follow these steps when a biting incident occurs:

1. Staff will immediately separate the biter from the other children to ensure that no further biting can occur at the time.
2. Staff will clean the bite area with warm soapy water, provide additional first aid treatment as needed, and will comfort the child.
3. Staff will process with the biter by recognizing the incident, providing a warning, (if it continues) putting the child in time out (for 1 minute per age of the child), and by processing again after the time out.
4. Staff will work to recognize potential triggers (i.e. arguing over a toy, loud noises, no pacifier, etc...) for the biter and use redirection prior to the biting.
5. Staff will fill out the appropriate written reports and communicate the biting incident to both the biter's parent and the victim's parent.

Children must learn that biting, though it is considered age appropriate, is not a socially acceptable or kind way to communicate. After each incident, the biter's parent/caregiver will be notified. After the 3<sup>rd</sup> bite in 5 days the Director will personally call the biter's parent and conduct a more in-depth phone conference. If the biting continues, the biter's parent will be called in for a face-to-face conference with the Director and a classroom staff member.

### **Termination of Childcare**

M1KA reserves the right to terminate childcare services at the discretion of the Administration. The center will work to give the family a two-week notice unless it is deemed unsafe, illegal, or unhealthy for the family or for M1KA. However, M1KA may choose to terminate child care immediately. All unpaid balances will need to be fulfilled at the time of termination.

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## **DAILY SCHEDULE**

M1KA employees strive to create and operate with a daily schedule that provides room for adaptability yet remains structured to provide predictability for the children. Children should view their care center as a safe and comforting place, where they know what to expect and when to expect it. The following sample schedules are subject to change. All lesson plans and schedules are posted in each room. Please take the opportunity to familiarize yourself with your child's schedule and ask your child's teacher if you have any questions regarding the schedule.

### **Children Arriving From Different Programs or Activities:**

There are times when children are scheduled to arrive to M1 Kids Academy from another facility (such as school, camp, etc). This information and schedule must be communicated to the Welcome Center staff. When a child who is supposed to arrive on site does not arrive on or near their scheduled time, Staff members will make attempts to reach the child's parent/guardian via phone call and/or Brightwheel message. If parents or guardians are unable to be reached additional attempts will be made to contact child's emergency contacts and approved pick up persons. Further attempts may be made to contact the school, bus garage, or previous program to obtain and communicate information regarding the child's whereabouts. Still, if no information is obtained and there is concern for the safety of the child, Law Enforcement may be contacted. Please make sure to update your child(ren)s schedules regularly.

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## **INFANTS**

### **Information**

M1KA has opportunity to open four different infant classrooms as enrollment allows. These classrooms are set up so as the infant reaches new milestones and grows older they will transition with other infants reaching the same milestones, depending on availability in each class. Infants under 12 months will not be permitted to have any items in their cribs including blankets and pacifier leashes.

M1KA's diaper changing policy states that Staff members are to change each child every two hours, and when the diaper is soiled. If a parent/ guardian would like the diapers to be changed more often, the parent needs to verbally communicate this with the Enrollment Coordinator and must write a statement that will be kept in the child's file.

All meals will be provided. Please see the infant menu on the communication board at the Welcome Center. When the parent/guardian is ready for the infant to start table food the parent must complete additional paperwork documenting this change and needs to verbally communicate this with the teacher.

Infants will not be allowed to have oatmeal in their bottles unless a doctor's note is provided. If a Staff member suspects there to be oatmeal in a bottle M1KA Staff will call the parent/ guardian to come and replace the bottle.

### **Daily Reports**

All infant daily reports will be sent through our Brightwheel system. Our teachers do their best to update each child's daily report as the infant's needs arise. These reports will include nap times, feeding/meal times, diaper changes, and other significant parts of the child's day. M1KA will also use Brightwheel to communicate child's needs (such as when he/she is low on diapers, wipes, creams, etc.) It is the parents'/ guardians' responsibility to check their Brightwheel messages from teachers.

M1KA offers 3 different types of formula to enrolled infants; Meijer brand infant, Meijer brand Sensitivity, and Gerber brand Soy-based. Parents/guardians may choose to use M1KA's offered formula or to bring their own.

### **What To Bring : Infants**

- Parents are responsible to provide three clean and empty bottles when M1KA provides the infant's formula. If bottles appear to be dirty M1KA will contact parents and a clean bottle must be dropped off or the infant picked up prior to the scheduled time the infant will need it. This time is based on the feeding schedule for that day of that infant.
- If the parent chooses to provide the infant's formula or breastmilk, at least three pre-made bottles must be brought in daily.
- If the parent chooses to provide the infant's formula an unopened can of formula must be kept at M1KA in case of an emergency. If this requirement is not met the infant will not be permitted to stay until this is met.
- For breastfed babies, three frozen bags of breastmilk must be brought in for M1KA to store in the freezer in case of an emergency.
- It is the parents' responsibility to provide diapers and wipes.
- Infants can soil several outfits throughout the day. Please be sure to send ample changes of clothing to the center. In accordance to rule 5101:2-12-69, fecal soiled clothing will not be rinsed out at the center; they will be placed into a sealed plastic bag and sent home.

### **Infants Sample Schedule:**

6:00 – 8:00 AM	Teachers greet children and wash their hands upon entering the classroom, preform well-child checks, label bottles and check diapers upon arrival. Free play while children continue to come in.
8:00 – 9:00 AM	Wash babies' hands and faces. Serve breakfast. Let the children play while the other babies finish their breakfast.
9:00 – 10:00 AM	Free play for the children who are awake.
10:00 – 10:45 AM	Various Activities: one-on-one with teachers, social play, quiet/cozy time, and story time.
10:45 – 11:30 AM	Prepare for lunch. Wash babies' hands and faces. Serve lunch.
11:30 – 12:00 PM	Music and movement for the little ones who have finished lunch.
12:00 – 1:45 PM	Various activities: one-on-one with teachers, social play, quiet/cozy time, and story time.
1:45 – 2:00 PM	Free play for the children who are awake.
2:00 – 2:30 PM	Prepare snack. Wash babies' hands and faces. Serve snack.
2:30 – 3:00 PM	Sign language for the little ones who have finished snack.
3:00 – 4:00 PM	Soft music in the background. Cozy corner time and naps as needed.
4:00 – 5:00 PM	Various Activities: one-on-one with teachers, social play, and art time if possible.
5:00 – 6:00 PM	Combine all infants into Infant 1. Diaper checks and clean faces before pick up.

## OLDER NURSERY & TODDLERS

### Information

M1KA offers what we call Older Nursery and Toddler rooms. These classrooms are set up to accommodate children who reach new milestones and grow older they will transition to the new classroom, depending on availability in the class. Children in these classrooms will sleep on toddler-sized cots and eat meals at a child size table where their feet will be touching the floor when they sit in the chairs. Children who are older than 12 months but less than 18 months will need a waiver signed permitting them to sleep on a cot instead of a crib.

Teachers provide opportunities for the children to practice gross motor play either outside or in our gym daily. MIKA does not allow any outside toys to be brought into the classroom with the exception of a comfort item to be used at nap time (such as a stuffed animal or a specific baby doll that will help the child rest better). All personal items should have the child's name or initials on them. MIKA is not responsible for any lost, stolen or damaged items.

MIKA's diaper changing policy states that Staff members are to change each child every two hours, and when the diaper is soiled. If a parent/ guardian would like the diapers to be changed more often, the parent needs to verbally communicate this with the Enrollment Coordinator and must write a statement that will be kept in the child's file.

Breakfast, Lunch, and a snack are provided daily. For weekly menu information, please see the communication board at the Welcome Center and refer to the weekly menu message that is sent out via Brightwheel. MIKA follows strict State regulated guidelines regarding what food items are offered to the children.

**Daily Reports**

Our teachers do their best to update each child's daily report as the child's needs arise. These reports will include nap times, meal times, diaper changes, and other significant parts of the child's day. MIKA will also use Brightwheel to communicate child's needs (such as when he/she is low on diapers, wipes, creams, etc.) It is the parents' / guardians' responsibility to check their Brightwheel messages from teachers.

**What to Bring : Older Nursery/Toddlers**

- It is the parents' responsibility to provide diapers and wipes.
- Children can soil several outfits throughout the day. Please be sure to send ample changes of clothing to the center. In accordance to rule 5101:2-12-69, fecal soiled clothing will not be rinsed out at the center; they will be placed into a sealed plastic bag and sent home.
- Children will be sleeping on cots. They may bring a blanket and/or a comfort item that may help him/her rest and remain calm during nap time. These items will be sent home at least weekly so they can be washed and returned.

**Older Nursery/Toddlers Sample Schedule:**

6:00 – 7:30 AM	Greet children. Wash their hands upon entering the classroom, perform well-child checks, label cups, and check diapers upon arrival. Free play while children continue to come in.
7:30 – 8:00 AM	Music and movement.
8:00 – 8:30 AM	Prepare breakfast. Wash children's hands and faces. Serve breakfast.
8:30 – 9:00 AM	Gym/outside time : Gross Motor
9:00 – 9:45 AM	Instructional time: language and cognitive, colors, and fine motor.
9:45 – 10:15 AM	Free play.
10: 15 – 11:00	Let the children work on open ended art projects.
11:00 – 11:30 AM	Prepare lunch. Wash children's hands and faces. Serve lunch.
11:30 – 12:00 PM	Lay cots out. Start quiet time with soft music / reading a book to the class.
12:00 – 2:00 PM	Nap/quiet time.
2:00 – 2:30 PM	Put away cots and prepare snack.
2:30 – 3:00	Wash children's hands and serve snack.

3:00 – 3:30 PM	Large motor activities.
3:30 – 4:00 PM	Work with children with flashcards: colors, shapes, animals.
4:00 – 4:30 PM	Spanish (M, W, F) Sign Language (T, TH)
4:30 – 5:00 PM	Have story time with children.
5:00 – 6:00 PM	Free play. Diaper checks and clean faces before pick up.

## 2's&3's

### Information

M1KA offers 2's&3's classrooms that serve as a transition period from Toddlers to PreK. The children in these rooms are at least 26 months old and less than 48 months old. These classrooms are structured so as the child reaches new milestones and grows older they will transition to the new classroom, depending on availability in the class. Children in these classrooms will sleep on cots and eat meals in the cafeteria. (Note: during COVID rises and concerns, all meals will be served in the child's classroom).

M1KA does not allow any outside toys to be brought into the classroom with the exception of a comfort item to be used at nap time (such as a stuffed animal or a specific baby doll that will help the child rest better). All personal items should have the child's name or initials on them. M1KA is not responsible for any lost, stolen or damaged items.

M1KA's diaper changing policy states that Staff members are to change each child every two hours, and when the diaper is soiled. If a parent/ guardian would like the diapers to be changed more often, the parent needs to verbally communicate this with the Enrollment Coordinator and must write a statement that will be kept in the child's file. Children in these classes are encouraged and provided the opportunity to begin potty training. Each of these 2's/3's transition rooms have restrooms available in their classroom.

Breakfast, Lunch, and a snack are provided daily. For weekly menu information, please see the communication board at the Welcome Center and refer to the weekly menu message that is sent out via Brightwheel. M1KA follows strict State regulated guidelines regarding what food items are offered to the children.

All daily reports will be sent through our Brightwheel system. These reports will include nap times, meal times, and potty/diaper changes. M1KA will also use Brightwheel to communicate child's needs (low on diapers, wipes, creams, etc.) It is the parents'/ guardians' responsibility to check their messages from teachers.

### What to Bring: 2's/3's

- It is the parents' responsibility to provide diapers and wipes.
- Children can soil several outfits throughout the day. Please be sure to send ample changes of clothing to the center. In accordance to rule 5101:2-12-69, fecal soiled clothing will not be rinsed out at the center; they will be placed into a sealed plastic bag and sent home.
- Children will be sleeping on cots. They may bring a blanket and/or a comfort item that may help him/her rest and remain calm during nap time. These items will be sent home at least weekly so they can be washed and returned.

### **2's and 3's Sample Schedule:**

6:00 – 7:00 AM	Greet children, wash their hands upon entering the classroom, perform well-child checks, label cups, and check diapers upon arrival. Free play while children continue to come in.
7:00 – 7:30 AM	Centers/Small group (art, manipulatives, large motor, dramatic play, sensory)
7:30 – 8:00 AM	Manipulative/fine motor time. Table top activities : (playdough, puzzles, coloring)

8:00 – 8:30 AM	Prepare and serve breakfast. Wash children's hands before eating.
8:30 – 9:00 AM	Music and movement.
9:00 – 9:30 AM	Instructional time: letters, numbers, shapes, colors, etc.
9:45 – 10:30 AM	Let the children work on open ended art projects.
10:45 – 11:15 AM	Gym/outside time : Gross Motor
11:15 – 11:30 AM	Have the children help you clean the room before lunch arrives.
11:30 – 12:00 PM	Prepare and serve lunch. Wash children's hands before eating.
12:00 – 12:45 PM	Clean up lunch area. Wash children's hands and faces. Lay cots. Have a story time / play soft music.
12:45 – 2:45 PM	Nap/quiet time.
2:45 – 3:00 PM	Put away cots
3:00 – 3:30 PM	Prepare and serve snack. Wash the children's hands.
3:30 – 4:00 PM	Instructional time: Spanish (M, W, F) Sign Language (T, TH)
4:00 - 5:00 PM	Let the children work on open ended art projects.
5:00 – 6:00 PM	Free play. Diaper checks and clean faces before pick up.

## PRESCHOOL

### **Information**

M1KA has equipment and room for four different preschool classrooms. These classrooms are structured and equipped to meet the milestones and goals of the children enrolled in each of the rooms. These classes will help each child become prepared for kindergarten.

Children in these classrooms will sleep on cots and eat meals in the cafeteria. (Note: during COVID rises and concerns, all meals will be served in the child's classroom).

M1KA does not allow any outside toys to be brought into the classroom with the exception of a comfort item to be used at nap time (such as a stuffed animal or a specific baby doll that will help the child rest better). All personal items should have the child's name or initials on them. M1KA is not responsible for any lost, stolen or damaged items.

Breakfast, Lunch, and a snack are provided daily. For weekly menu information, please see the communication board at the Welcome Center and refer to the weekly menu message that is sent out via Brightwheel. M1KA follows strict State regulated guidelines regarding what food items are offered to the children.

### **Daily Reports**

All daily reports will be sent through our Brightwheel system. These reports will include nap times, meal times, and other significant parts of the child's day. M1KA will also use Brightwheel to communicate child's needs (low on diapers, wipes, creams, etc.) It is the parents' / guardians' responsibility to check their messages from teachers.

### **What to bring: Preschool**

- Children can soil several outfits throughout the day. Please be sure to send ample changes of clothing to the center. In accordance to rule 5101:2-12-69, fecal soiled clothing will not be rinsed out at the center; they will be placed into a sealed plastic bag and sent home.
- Children will be sleeping on cots. They may bring a blanket and/or a comfort item that may help him/her rest and remain calm during nap time. These items will be sent home at least weekly so they can be washed and returned.

### **Preschool Sample Schedule:**

6:00 – 7:00 AM	Greet children, wash their hands upon entering the classroom, perform well-child checks. Have an open ended art time (play dough, finger paint, etc.) while children continue to come in.
7:30 – 8:00 AM	Story time with the children.
8:00 – 8:30 AM	Instructional Time: Spanish (M, W, F) Sign Language (T, TH).
8:30 – 9:00 AM	Prepare breakfast. Wash the children's hands and serve breakfast.
9:00 – 9:45 AM	Centers/ Small Group (Art, manipulatives, worksheets, blocks, math, and science.)
9:45 – 10:15 AM	Gym/outside time : Gross Motor
10:15 – 11:15 AM	Circle Time/Large Group (Calendar, devotion, weather, story, rules)
11:15 – 11:45 PM	Music and movement
11:45 – 12:30 PM	Lay out cots and prepare lunch. Wash the children's hands and serve lunch.
12:30 – 1:00 PM	Clean lunch area and children's faces.
1:00 – 1:30 PM	Quiet music/read aloud before nap.
1:30 – 3:30 PM	Nap/quiet time.
3:30 – 4:00 PM	Put away cots. Prepare snack. Wash the children's hands and serve snack.
4:00 – 4:45 PM	Instructional Time (Letters, numbers, shapes, colors, etc.)
4:45 – 5:15 PM	Let the children work on open ended art projects. Have the science and sensory center open.
5:15 – 6:00 PM	Free play. Wash the children's faces before pick up.

**Information**

M1KA offers an enriched program for children 5 years old and in Kindergarten through their 12<sup>th</sup> birthday. For a child to attend the School Age program they must have a younger sibling in the childcare center. Children are able to be dropped off in the morning and supervised until their school bus arrives to pick them up before school. Children are also able to be dropped off from their school bus in the afternoon and remain on-site until picked up by a caregiver. It is the responsibility of the parent / guardian to arrange bus transportation to and from the child's school. During the school year M1KA will provide all day care for school agers during scheduled time off of school as well as school cancelations due to inclement weather school closings, delays, or other unforeseen reasons. School-age children attending local schools will be picked up/dropped off by their assigned bus. A staff member will be at the bus entrance door to make sure they safely get on and off the bus. It is imperative that you communicate with us if your child will not be arriving at our center from another program. M1KA may call the child's parent and emergency contact persons if a child who is scheduled to arrive at M1KA does not arrive from another program or activity. M1KA provides all day care for enrolled school aged children who have scheduled and unscheduled school cancelations.

**Summer Program**

M1KA provides all day care for school agers during the months of June, July and August when regular school is not in session. This program is formatted to keep your child busy, entertained and educated. There will be numerous field trips they will attend on a behavior basis. If the teachers feel that the child may be unable to behave or is a safety risk (running, fighting, etc.) they will not be able to attend the field trip and the parent or guardian will be responsible to find an alternate plan for the day(s). For the safety of all children and staff it is imperative children respect and listen to the teachers request, especially during field trips. Please keep in mind that changes will occur M1KAording to weather and what is best for the program. A more detailed calendar will be handed out with each summer admission.

**What to Bring**

- For each field trip there will be a list of items each child will need, bathing suit, sunscreen, change of clothes, towel, etc.
- Brightwheel will be used to inform and remind parents/ guardians of items needed. If a child does not have the proper items needed for the day the parent/ guardian may be asked to bring items back before the field trip or the child cannot stay for the day.
- Please remember no outside toys are allowed at M1KA.
- Each child is responsible for their own items. M1KA is not responsible for any lost, stolen, or damaged items.

**School Age Sample Schedules:**

School In Session / Before and After Schedule

6:00 – 8:45 AM	Greet children. Wash their hands upon entering the classroom, perform well-child checks. Serve Breakfast. Various activities such as gross motor, coloring, drawing, etc. Help children get on their bus.
3:00 – 6:00 PM	Greet children from their bus. Have children wash hands. Provide Snack. Allow free play in the gym as other students arrive. Transition to the School Age Classroom: Various activities such as art, homework help, creative/building play, etc.

School Not In Session / All Day Care Sample Schedule

6-7:45 AM	Greet Children. Wash Hands. Gym Time
7:45-8:30 AM	Wash Hands. Prepare for Breakfast (See menu)
8:30-10:00 AM	Free Play Centers
10:00 – 12:00PM	Art, Games, Puzzles, Play Dough
12:00 – 12:30PM	Clean Up. Restroom Break
12:30-1:00PM	Wash Hands. Prepare for Lunch (See menu)
1:00-2:30 PM	Outside or Gym time
2:30 – 3:30 PM	Quiet/Calm activities
3:30-4:00PM	Restroom Break
4:00-4:30PM	Wash Hands. Prepare for Snack (See menu)
4:30-6:00PM	Free play.

**ADDITIONAL RESOURCES**

M1 Kids Academy works to improve the care quality the is offered to enrolled children. We offer local resources (such as food banks, community job openings, and local clothes closets), participate in the Step Up To Quality program for Ohio Licensed child care centers, and work with local Specialist programs to aid in parent/teacher/ student relations.

**Step Up To Quality**

Step Up To Quality is a quality rating and improvement system that recognizes programs which take specific, detailed, and necessary steps toward improving the quality of care they provide to their enrolled children and families. This system awards programs on a star scape (1-5) as a result of meeting evidence-based program standards. Part of this system includes regular assessments and observations of each individual child at different times throughout the year. There will be information sheets, available training dates for parents, as ell as paper assessments and surveys sent home periodically for the parent to fill out and return. Staff will score the assessments, review the findings, and discuss resources for each child with the parent.

**Outside Resources**

M1 Kids Academy strives to reduce expulsion and suspension by learning strategies to help with emotional and behavioral needs of each child. Since the fall of 2018 M1 Kids Academy has been working with the Ohio Preschool Expulsion Prevention Partnership (OPEPP). OPEPP is a collaboration of credible Ohio based mental health specialists (through the Ohio Department of Mental Health and Addiction Services, behavioral health specialists (through Nationwide children's Hospital) and local early childhood mental health providers. A representative from Catalyst Life Services is available to come and provide on-site consultation to M1 Kids Academy as we are a licensed early learning program.

The consultant conducts on-site observations of individual children and classrooms as a whole, provides recommendations on specific classroom strategies and interventions designed to have immediate impact, offers service recommendations and referrals for students and families (including referrals to local mental health providers if necessary), and recommends trainings for staff and families.

If a parent feels they could benefit from services a Release of Information is available and an M1 Kids Academy staff member can help schedule a meeting between an OPEPP representative and the parent.

