

# *Parent Handbook*



*One of a Kind  
Progressive Early Education  
Non-Profit Childcare Center*

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## **Introduction**

### **Welcome from the Board of Directors**

Welcome, we're delighted that you've chosen One of a Kind (OOAK) to help your child grow and learn! OOAK is a not-for-profit organization run by the parent Board of Directors, the Program Director, and the Associate Director. The Directors manage day-to-day operations while the Board of Directors makes high-level administrative and policy decisions and oversees daily operations. OOAK offers an advanced facility designed specifically to stimulate children and promote their learning. Taking special care of your child is our goal and we strive to provide services that fit the needs of you as a parent as well as the development of your child/ren.

OOAK offers a unique curriculum in a positive learning environment. Each child's educational program is tailored to the child's abilities and incorporates the parent's goals. For our infants, we teach baby sign language for early communication development. We provide individualized curriculums for our toddler, preschool, and kindergarten classes. And, with one of the most advanced full-time private kindergarten programs in the area, children who graduate from OOAK are well prepared for public school.

We invite you to get involved on the Board or a Board Committee, in parent workdays, at social gatherings, and in fundraising activities. We welcome you to stop by your child/ren's classroom/s and to observe from our observation booths located between the toddler and preschool classrooms. Your involvement is a foundation of our Center and is critical in your child/ren's education.

This handbook includes general information about our Center. Please feel free to stop into the office, come to a Board meeting, or email us with questions or comments any time. The Board typically meets at the Center on the second Wednesday of each month at 6:15 p.m. (if this changes due to scheduling conflicts, information will be posted). We welcome your comments and your participation.

Again, welcome and thank you!

### **Our Mission**

OOAK is a private non-profit parent directed education Center that stimulates and nurtures each child in his or her social, emotional, physical, and academic growth.

### **Our Staff & Their Qualifications**

The staff members at One of a Kind truly are "one of a kind!" They come from a variety of backgrounds and all share a love for children. Many of our teachers are university students studying various subjects; others have chosen early education as a career.

Each teacher receives specific training from the classroom's Lead teacher that is appropriate for the children under their care. In addition, staff development training is held monthly. All teachers/staff are educated on: symptoms of illness, signs of abuse and neglect, and first aid (see Safety section).

Each classroom has a Lead Teacher, Assistant Teachers, and Afternoon Lead (departure) Teacher. The Lead Teacher is in charge of structuring your child's day using age appropriate lesson plans. The Afternoon Lead and Assistant Teachers help carry out the lesson plans.

Following are the qualifications necessary in Kansas for the positions listed:

#### **Infant & Toddler Lead Teacher**

18 years of age or older, **and** high school diploma or equivalent and one of the options below:

*Option 1* – 6 months teaching experience or practicum in a licensed childcare center.

*Option 2* – Licensed L.P.N. or R.N. with 3 months experience in pediatrics or in licensed childcare center.

*Option 3* – CDA (Infant/Toddler).

#### **Preschool & Kindergarten Lead Teacher**

18 years of age or older, **and** High school diploma or equivalent and one of the options below:

*Option 1* – Five 2.5 hour sessions of observations, **and** 1 year teaching experience or practicum in a licensed childcare center.

*Option 2* – Seven to nine hours of academic credit, **and** 3 months teaching experience or 1-year

practicum in a licensed childcare center.  
*Option 3* – CDA.

### **Program Director**

18 years of age or older, **and** high school diploma or equivalent and one of the options below:

*Option 1* – Twelve semester hours of academic study in related field, **and** six months teaching experience in licensed childcare center.

*Option 2* – CDA, **and** one year teaching experience or practicum.

*Option 3* – Associate of Arts degree, **or** two-year certificate in child development, **and** one year teaching experience **or** practicum.

*Option 4* – Bachelor's of Arts or Bachelor's of Science degree in child development or early education, **and** three months teaching experience.

*Option 5* - Bachelor's of Arts or Bachelor's of Science degree in related academic discipline, **and** six months teaching experience.

### **Our Curriculum**

Our high-quality curriculum is structured around the children's abilities and readiness to learn and focus on the areas of gross motor, fine motor, and cognitive milestones.

Starting in Infant II, we begin to teach and use several signs from the American Sign Language set; this helps the children communicate their needs before they can use verbal speech.

In Toddler I, we start using individualized curriculum lessons, wherein each child has a folder and we practice with them age and developmentally appropriate activities in the gross motor, fine motor, and cognitive areas (for example, stacking blocks or pointing to various body parts). Our curriculum is based on one developed at the University of Kansas. All levels are taught with a process called *Errorless Learning*, a technique where we break tasks into their minimum components and teach those using consistent positive reinforcement. Folders contain target skills individualized to each child. Each child has five or six different target skills per week that we will focus on with her or him. The children's progress, with respect to skills, is recorded every Friday. The criterion for mastery of a particular skill is that at least two teachers witness and record at least three consecutive successful performances of the skill. The fourth successful performance is noted as a star, this means a complete pass for the skill. If the criterion is not met, the target skill will continue to be prompted the next week.

Every child is different and therefore each child masters particular skills at different times. Our folders assist teachers in identifying what skills children have mastered and what activities we can offer during the day so that the child's experiences enable them to grow. Folder activities are done throughout the day at various times.

### **Communication**

Communication is very important to us. We strive to maintain an atmosphere where parents and staff feel comfortable communicating with each other. Forums for this include your child/ren's Daily Report Form(s), daily in-person contact with your child/ren's teachers and the Directors and Board members; monthly Board meetings; and phone and email. We hope you will feel comfortable communicating with us and let us know what we can do to make you feel more comfortable. See appendix for listing of Board Members and their contact information.

### **What to Anticipate**

**Daily Report Form and Materials** - When you drop off your child, you'll sign in and give an estimated pick up time. This helps the teachers plan their day and confirm attendance. At this time, you'll also complete the top of the Daily Report form, which the teachers will use to outline your child/ren's meals, activities, and special experiences for the day. You will also have a cubby and/or folder from which to gather materials (Center information, your child's art projects, photos, etc.) and items each day.

**Dinner for Staff Meetings** - Staff meetings are held on the third Tuesday of the month. We offer the opportunity for parents from a different classroom each month, as a gesture of appreciation, to prepare a dish for dinner. We'll put a sign-up sheet in your classroom.

**Emergency Contact** - One of the forms we ask you to complete when you first arrive is an Emergency Contact form, which includes emergency contact information for you and names of people whom you

approve to pick up your child. We will prompt you to update this form on a yearly basis, but ask that you keep this form updated if any information changes in the meantime. This form must be notarized and, for your convenience, our Director is a Notary.

**Events Calendar** - At the beginning of each month, we will email or put into your cubby/folder a calendar with activities (including work days, fundraisers, parents nights/days out, holidays, etc.). Feel free to stop by the office to pick up a hard copy.

**Family Events** - Several times a year, children, parents, and staff and their families gather to have fun together. These events include barbeques at a local pumpkin patch, Bowl-a-Thons, and chili/taco feeds/ice cream socials at the Center.

**Family Nights at Restaurants** - Approximately every month, we have a family night at a local restaurant. These are dual-purpose social affairs and fundraisers. OOAK gets a percentage of sales from purchases by OOAK-associated customers. We will post flyers and distribute coupons several days prior to each event.

**Fundraisers** - We have both year-round and periodic fundraisers, the proceeds from which help us purchase toys, playground equipment, maintenance supplies, services, etc.

Year-round fundraisers include collection of can labels and box tops from Tyson and Campbells products, Scholastic book sales bonuses, percentage of Little Tykes online purchases (<http://www.littletikesgiving.com/>), Target Rewards, Office Depot Rewards.

Periodic fundraisers include Restaurant Nights, Parent's Night/Days Out, food sales (typically pies and cookie dough), and our Annual Carnival in July.

**Holidays** - We involve the kids in a celebration of each holiday by decorating the classrooms, having small parties, and other activities. For example, for Halloween, we encourage the children to dress up in their costumes and have a parade inside the Center. If there are holidays that you would prefer your child not participate in, please let the Directors know.

**Immunization Records** - Don't forget to bring us a copy of your child's newest immunizations after each doctor's visit (we're required by the Kansas Department of Health to have current records).

**Kindergarten Field Trips** - We take the children in the Kindergarten room on field trips (to zoos, museums) from time to time. A new permission slip for each field trip will be sent home for signature for each trip. Parents are welcome to attend. Sometimes, there may be an additional charge to participate.

**Monthly Newsletter** - At the beginning of each month, we will email you a newsletter, which will include general news from the Center, more specific news from each classroom, the month's menu, and a calendar of upcoming events.

**Neighborhood Walks** - We will take the children in the Infant, Toddler, and Preschool classrooms on regular walks (leaving a map of our intended route each time). We keep a signed copy of a Walk permission form on file for these purposes. First aid kits and cell phones, as well as each child's emergency card, are taken on each of these walks.

**Parents' Nights/Days Out** - As one of our fundraisers, several times a year we will offer special evening or weekend hours for you to drop off your child/ren at the Center. The kids have a great time together.

**Photos** - A couple of times a year, a professional photographer will come in to take the children's photos and will offer them for you to purchase.

Once a year Ident-a-Kid will come and take photos and produce ID cards for those families who want to sign up for and purchase them.

**Signing In and Out** - For safety reasons and by state law, we require that you sign your child in and out of the classroom each day. For more information, see the *Safety* section of this handbook.

**Transitioning Children to the Next Classroom** - We carefully transition your child/ren to the next classroom at an age and developmentally appropriate time. Transitioning takes at least a week. During each day of transition week, your child will spend additional time in the next classroom (for example, on Monday s/he'll spend one hour in the next classroom and by Friday, most of the day).

For more information about each classroom and when we do transitioning, please see *Our Classrooms* in the *Services* section.

**Work Days** - In order to keep our costs low and keep our Center sparkling, several times a year we schedule workdays, during which parents and staff work together to accomplish maintenance tasks and projects (e.g., painting, cleaning, gardening). We'll announce the dates in the Events Calendar and put a sign-up sheet in your classroom.

**Annual Calendar** (*months are approximate and events may vary*)

|                  |  |
|------------------|--|
| <b>January</b>   | Stakeholders' Meeting - All staff and parents                |
| <b>February</b>  | Parents' Night Out   |
| <b>March</b>     | Cleaning Day   |
| <b>April</b>     | Cookie Dough Sales Fundraiser, Spring Photos, & Family Event |
| <b>May</b>       | Family Event   |
| <b>June</b>      | Parents' Night Out   |
| <b>July</b>      | Birthday Carnival Fundraiser                                 |
| <b>August</b>    | Family Event - Back-to-School Social (at the Center)         |
| <b>September</b> | Fall Photos & Cleaning Night                                 |
| <b>October</b>   | Family Event - Pumpkin Patch                                 |
| <b>November</b>  | Pie Sales Fundraiser   |
| <b>December</b>  | Parents' Day Out   |

**Services**

**Hours of Operation**

One of a Kind is open year round, Monday through Friday, 7:00 a.m. to 6:00 p.m., with the exception of the holidays listed below (we will give you list of the precise dates we'll be closed during each year) and when Lawrence Public Schools are closed due to inclement weather (see Severe Weather Policy below).

|                                |
|--------------------------------|
| <b>Annual Holiday Schedule</b> |
| Spring Break (one week)        |
| Memorial Day                   |
| Independence Day               |
| Labor Day                      |
| Thanksgiving                   |
| Winter Break (one week)        |

**Severe Weather Policy**

The Center is closed whenever the Lawrence Public Schools (Lawrence USD 497) are closed due to severe weather. Please watch local television stations or listen to local radio stations for announcements of school closings.

**Enrollment and Ratios**

We provide services for children 2 weeks to school age, including an all-day private kindergarten. We are currently licensed to serve 90 children:

|                     |    |
|---------------------|----|
| Infant I            | 9  |
| Infant II           | 8  |
| Toddler I           | 10 |
| Toddler II          | 10 |
| Preschool           | 20 |
| Kindergarten        | 19 |
| Before/After School | 14 |

**Teacher/Child Ratios:**

We staff our classrooms with the following ratios as a minimum. We take pride in the fact that often we have additional teachers in the classroom, making the ratios even higher.

- Infant I:** 1 teacher for every 3 children (1:3)
- Infant II:** 1 teacher for every 4 children (1:4)
- Toddler I:** 1 teacher for every 5 children (1:5)
- Toddler II:** 1 teacher for every 7 children (1:7)
- Preschooler:** 1 teacher for every 10 children (1:10)
- Kindergarten:** 1 teacher for every 12 children (1:12)

**Our Classrooms - A Quick Summary**

*(for more information, see Appendices for individual Classroom Handbooks)*

**Infant I** - Infants from 2 weeks to crawling (usually around 8-9 months old). This classroom has individualized scheduling for sleeping and eating. We welcome breastfeeding moms and provide refrigerated storage for breast milk. We also welcome the use of pacifiers.

We provide a crib and sheet (washed weekly) for each child, with a drawer in which you will keep extra clothing, bottles, diapers, wipes, etc. We ask that you bring a clean blanket every Monday and take it home on Friday for washing.

We provide the highest quality generic baby formula available, baby food, and whole milk. When your child starts to eat baby food, we'll work with you to feed the baby foods that you've introduced at home.

**Infant II** - Infants/toddlers from crawling to walking (usually around 8-9 months to around 16 months old). This classroom has more formal scheduling, with specific meal and nap times. We welcome breastfeeding moms and provide refrigerated storage for breast milk. We limit pacifier use to nap times in Infant II.

We provide a crib and sheet (washed weekly) for each child, with a drawer in which you will keep extra clothing, bottles, diapers, wipes, etc. We ask that you bring a clean blanket every Monday and take it home on Friday for washing.

We provide the highest quality generic baby formula available, baby food, and whole milk. We start feeding from the Center's menu (available in each month's newsletter or upon request) as your infant starts eating solid foods (each month you circle on a copy of the Center's menu those foods you'd like us to feed your child).

**Toddler I** - Toddlers up to 2 ½ years old. In Toddler I, we start "folders," our learning curriculum. We continue using sign language and will start to emphasize using verbal language. We also start teeth brushing after meals and begin to introduce toilet training. We spend at least 1 hour outside every day, if the weather permits.

The children take their daily 12:30-3:00'ish nap on cots and sheets that we provide. Each child has a cubby, in which you will keep labeled extra clothing, extra shoes, etc. We ask that you bring a clean blanket every Monday and take it home on Friday for washing.

We feed children from the Center's menu (available in each month's newsletter or upon request) and use sippy cups instead of bottles.

**Toddler II** - Toddlers ages 2 to 3 years old. We'll emphasize toilet training. We play with new sets of toys every half hour and work on folders during the day. We'll spend at least 1 hour outside every day, if the weather permits.

The children take their daily 12:30-3:00'ish nap on cots and sheets that we provide. Each child has a cubby, in which you will keep labeled extra clothing, extra shoes, etc. We ask that you bring a clean blanket every Monday and take it home on Friday for washing.

We feed children from the Center's menu (available in each month's newsletter or upon request), start using open cups and silverware when eating, and encourage use of good table manners.

**Preschool** - Children from approximately 2 ½ to 4 years old, who are potty-trained (or well on their way). In Preschool we introduce the concept of Centers (rotation of activities) within a weekly theme. We encourage group time, called "circle," take time to be outside every day, and work on folders daily.

The children take their daily 12:30-3:00'ish nap on mats and sheets that we provide. Each child has a cubby, in which you will keep 2 pairs of labeled extra clothing, extra shoes, etc. We ask that you bring a clean blanket every Monday and take it home on Friday for washing.

We feed children from the Center's menu (available in each month's newsletter or upon request) and encourage use of good table manners.

**Private Kindergarten** - Children from 4 to 6 years old. We offer limited transportation to and from other area kindergartens. In Kindergarten we encourage circle time, go outside every day, work on folders with more advanced themes and structured projects daily, and work on community behaviors.

The children take their daily 1:30-3:00'ish nap or quiet time on mats and sheets that we provide. Each child has a cubby, in which you will keep 2 pairs of labeled extra clothing, extra shoes, etc. We ask that you bring a clean blanket every Monday and take it home on Friday for washing.

We feed children from the Center's menu (available in each month's newsletter or upon request), emphasize good nutrition, and encourage use of good table manners.

## **Tuition and Enrollment**

### **Tuition**

*(Please note that tuition and all fees are subject to change as deemed necessary and appropriate by the Board.)*

Tuition includes full-time care from 7:00 a.m. to 6:00 p.m., Monday through Friday; and breakfast, lunch, and an afternoon snack on days when the child is in attendance when the meal or snack is served (breakfast 8:00-8:30, lunch 11:30-12:00, and snack 3:30-4:00). In the Infant rooms, we also offer formula and baby food.

*Because we start working on scheduled activities, we ask that children who will be eating breakfast be here by 8:15 a.m. at the latest. Additionally, because it tends to be disruptive to the classrooms, we ask that you do not bring outside food and drink into the Center, unless religious or health reasons require it (if this is the case, please talk with the Director).*

Tuition, due on the first day of each month, is based on a four-week month so that tuition stays the same each month. We cannot make tuition allowances for days that your child is sick, vacation days, or days the Center is closed for any reason (including inclement weather and breaks).

Families with more than one child enrolled will receive a **10% discount** for each full month that multiple children are enrolled. *This does not apply to the tuition of a child who attends part time, only to the tuition of the child attending full time.*

### **Tuition Rates for the 2009/2010 Fiscal Year (our fiscal year begins July 1):**

|                          |       |
|--------------------------|-------|
| Infant I & II            | \$911 |
| Toddler I & II           | \$778 |
| Preschool & Kindergarten | \$673 |
| 1/2 day Kindergarten     | \$473 |

### **Late Tuition Fees and Consequences:**

A late fee of \$20.00 will be assessed if tuition is not received on the 3rd day of the month at the close of business. An additional \$5.00 fee will be charged for every additional day that tuition is late. If tuition is repeatedly late, children may be dismissed. A collection agency will be notified in the event of non-payment when the tuition is more than 30 days past due.

### **Additional Fees:**

Late Pick-Up Fee: Anytime a child is picked up after 6:00 p.m., we will charge a fee of \$5.00 for the first minute and \$1.00 for each subsequent minute. This fee is due the next morning.

Returned Check Fee: \$35.00 will be added to all returned checks.

### **Enrollment:**

We invite families to enroll children at One of a Kind at any time during the year.

A non-refundable \$25.00 application fee is due at the time of application for each child. This fee covers administrative costs and is not applied toward tuition, nor does it guarantee your child a spot.

If there is not a current vacancy when you apply for enrollment, your child/ren will be placed on a waiting list upon receipt of the application fee(s). When a vacancy can be projected, you will receive notification from one of the Directors. A non-refundable deposit (applicable to the last month's tuition) of \$100 must be paid within 72 hours of the Director's notification in order to secure the vacancy for a child/ren. After we receive the deposit, we will provide several forms (including the Enrollment and Tuition Agreement, Emergency Contact Card, Field Trip/Walk Permission Slip) that must be completed and returned before the child/ren's first day. We will also need a copy of the child/ren's immunization records.

Tuition may be prorated if the child's start date is after the 14<sup>th</sup> of the month.

**Withdrawal:**

Families must give 30 days notice of intent to withdraw their child(ren) from One of a Kind. Families who do not provide adequate notification will be charged tuition and fees as appropriate, consistent with the late fee policy.

Refunds of tuition will not be issued on a prorated basis. However, with appropriate notification, a payment of a prorated final month of enrollment may be granted, with approval from the Board and the Directors.

**Referral Credit:**

If you refer a family to One of a Kind, we will credit your account \$50.00 after that family has been enrolled for 30 days.

**Admission and Discharge Policy**

One of a Kind does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission, treatment, or participation in its programs, services, activities, or in employment.

The Board and the Directors may choose to discharge a child involuntarily for the welfare of the child or others, or for non-payment of tuition or other charges. Except in emergencies (if the child is hurting others or him/herself, or disrupting the classroom so that teachers cannot attend to other students), we will give the family a written notice of at least thirty (30) days in advance for discharge of the child.

Weapons of any kind will constitute an *immediate* discharge and forfeiture of all paid funds.

## **Health**

### **Proof of Current Health and Immunizations**

We are required by state law to ensure that we have a record of a current physical and all immunizations for your child/ren. We must have documentation in your child/ren's file before they can attend our Center. Vaccination records must be kept up to date in order for your child to remain enrolled. Please bring us a copy of your child's newest immunizations after each doctor's visit. We will send home a reminder when it's time to update if you haven't brought in a copy.

### **Sending Children Home/Emergency Contact Policy**

For the health of all of the children and staff at OOK and according to the Kansas Department of Health and Environment (KDHE) requirements, we must send a child home if s/he has symptoms of illness (as specified below) within 2 hours of onset. The child will be removed from the classroom and will remain with a staff member until the parent, or a designated representative, arrives to pick up the child. If we can't reach a parent within 30 minutes, we will call the emergency contacts indicated by the parents on the Emergency Contact form. *Please remember to keep your Emergency Contact information current.*

If a child is ill, parents or a designated representative must make arrangements for the child to be picked up within **2 hours**, or at a time that both Center staff and a parent agrees upon during the conversation. Because we don't have the staff to leave the other children and continue to take care of a child who has been removed from the classroom for more than two hours, failure to pick your child up in a within 2 hours may result in termination of childcare services at OOK.

When a child has a communicable disease, all parents in that classroom are informed in writing within 24 hours that a child (no names are used) has been diagnosed with a particular illness.

#### **The following is a list of Kansas Health Department symptoms for which we must send your child home:**

- A fever of 101 degrees or above, auxiliary (under arm)
- A fever of 100 degrees, auxiliary, if combined with another sign of illness
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash
- Diarrhea two or more times in a day
- Vomiting twice
- Evidence of head lice or other parasites
- Severe coughing
- Rapid or difficult breathing
- Yellowish skin or eyes
- Conjunctivitis or eye infection (pink eye)
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Infected skin patches
- Pain of which the child complains and that interferes with normal activity

#### **After a Sickness:**

A child is welcome back:

1. When s/he is visibly free from communicable disease; is fever-free **without** benefit of fever reducing medication for 24 hours from the time sent home; is free of vomiting/diarrhea, while on a normal diet, for 24 hours from the time sent home; and is able to **participate in all daily activities, or**
2. When s/he has a physician's statement that s/he is free from communicable disease, and that returning poses no risk to the child or others and, s/he is able to **participate in all daily activities**. *OOK retains the right to continue to exclude a child despite a physician's statement if that statement contradicts our policies.*

## **Medicine Administration Policy:**

Staff members will administer only those medications that can be taken orally, applied topically, dropped in, or inhaled. Other medications (including suppositories and injections) must be administered by a parent or parental designee.

If your child needs medication throughout his/her day at OOAK you will need to fill out a KDHE medication form for each medication, in its original container, before it can be administered. There are two different medication forms, short term and long term (see Appendices for these forms). The short term forms are typically used for short-term prescription drugs, while long term forms last for a year and are typically used for Tylenol, PediaCare, Orajel, sunscreen, etc. These medication forms are required by the Health Department. If the medication is a prescription drug, we will need a copy of the prescription, and the medicine must be in the original container. *If you don't wish to transport a prescription medicine back and forth from the Center, you might ask your pharmacist to split the prescription into two containers.*

## **Breathing Treatments/Nebulizers:**

OOAK agrees to administer breathing treatments once a day. We will need a copy of the prescription from your doctor. You, or your designee, are welcome to come in and give additional doses as needed.

*OOAK reserves the right to refuse to administer any medication as needed (especially if administration of the medicine presents a health or safety issue for a staff member, the child receiving the medication, or other children).*

## **Biting Behaviors Policy**

Biting is a behavior that is not uncommon among young children. It is normal for children around the age of 1 to bite objects and people. While the reasons for biting differ from child to child, most often in this age group children bite because they are teething and need to reduce the pressure on their sensitive gums.

However, true biting (not due to teething) can become a problem in children between 18 and 30 months of age. Usually children at this age are unaware of the pain that biting causes. Although it is common for children to bite others while playing, this type of behavior needs immediate action. It is important not to overreact and to strongly praise when s/he doesn't bite.

At One of a Kind, if a child is biting, the teacher will immediately look the biting child in the eye and give him/her a firm "NO." At that time, we will also focus on caring for and comforting the victim. Next, we will move the biting child to another area for a brief "time out" and let him/her know that it is never acceptable to bite another person, because it hurts. We will encourage the child who bites to give "nice touches" to the child s/he bit. Afterward, a teacher will closely supervise the biting child when s/he is with other children and redirect or interrupt any behavior that could lead to biting.

If we have a child who bites recurrently (on 3 or more occasions in a 30 day period of time) the following measures will be taken:

- The parents of each child (both the biting child and the bitten child) will receive a phone call to inform them of the incident (we will not disclose the name of the child who bit),
- The Director or designee will meet with the parents and room staff to develop a plan of action,
- Teachers will continue to document each occurrence of biting and communicate this daily to the parents of the child who is biting,
- The Director or designee will evaluate on an ongoing basis the immediate staff response and provide feedback to the staff, and
- A teacher may be assigned to shadow the child who has a biting tendency.

If biting continues despite the above measures, a meeting between the parents, Director, and Board member(s) may be required to develop a plan to address the biting. At the Director's discretion, possible actions may include One of a Kind requiring a parent to pick up the child for the day within 1 hour of notification of a biting incident, requiring a documented meeting with the child's physician regarding biting behaviors, and/or requiring a specific plan of action.

We hope to communicate to parents that this is a normal habit for toddler-aged children in a childcare setting, but that it also must be addressed so that it does not pose an ongoing threat to other children or staff members.

### **Food Policy**

OOAK participates in the Child and Adult Care Food Program through the Kansas State Department of Education. We provide balanced nutritious meals for the children in our care. Breakfast, lunch, and an afternoon snack are provided.

Parents are welcome to bring special treats for all the children in a classroom on birthdays or special occasions. Outside for an individual child is only allowed with a note stating that there is a medical reason for doing so. The note should be specific in regard to substitutions.

Unless there is a medical reason, outside food is discouraged as we try to offer consistent food options for all children, preparing separate food can be labor intensive for staff, and serving individual meals makes it increasingly difficult for us to comply with the guidelines and record keeping requirements set forth by the Food Program.

## **Safety**

### **Parent Supervision at the Center**

Please always carefully supervise your child/ren while in the parking lot, as well as in the atrium (“the big room”) area of the Center. When dropping off and picking up your OOAK student(s), if you have a child/ren with you who is not an OOAK student, please keep him or her with you and carefully supervised and controlled at **all** times.

### **Key Pad and Signing In/Out**

When you enroll your child at the Center, you’ll choose a four-digit key code, which you’ll enter each time you arrive at the Center. We delete key codes when staff or families leave the Center.

When you get to your classroom, please sign your child/ren in and ensure that a teacher checks your child in before you leave the classroom. When you pick up your child/ren, please sign your child out and ensure that a teacher knows you are taking your child. You’ll find a clipboard/binder on the teacher’s desk, or wall above, in each classroom for this purpose. *State law requires that each child be signed in/out and this helps us ensure that your child is accounted for in case of an emergency.*

### **Somebody Else Picking Up**

We will release children only to those individuals whom you have listed on the Emergency Contact Card or an otherwise authorized by parent or guardian. Any individual who picks up a child and is unknown to the teacher in charge will be asked to show picture identification and will be checked against the Emergency Contact Card before they are allowed to leave with the child.

### **Staff Safety/Health Training**

Each of our staff is required to be trained in First Aid, Signs of Illness, and Symptoms of Abuse and Neglect (we are mandated to report such symptoms to the proper agencies). Staff members receive this training by taking a three-hour course offered by the Douglas County Child Development Association (DCCDA) offered every 6 months. Until a staff member can go to this course, s/he reads through our manuals and take True/False quizzes, which we keep in his/her file until the course is offered. In addition to regular safety training, many of our staff members are CPR certified.

### **Field Trips and Walks**

A signed permission form is required before any child is allowed to leave the building on walks/field trips. First aid kits, as well as each child’s emergency card, are always taken on walks/field trips. We will leave information about our walk or trip in the classroom each time we leave, so that staff and parents know our location.

### **Safety Hazards**

We ask that if you leave a diaper bags with items for your child(ren), please ensure that the bag does not contain items that may pose a safety hazard, including substances that have the *Keep out of reach of children* warning on the container. You are welcome to leave medicines in the office with a completed Medicine Authorization form (see Appendices).

### **Photography Policy**

Families whose children are enrolled at OOAK authorize OOAK to photograph or permit other persons to photograph the students. Photographs may be used for the purpose of identification, special events or parties, and for curriculum reasons. OOAK and its parents and staff will not use any photograph for advertising or publicity purposes, or in public forums, without separate, advance written consent.

## **Emergency Policies**

We conduct fire and tornado drills regularly to ensure that we are prepared. If an actual fire or storm situation occurs during the course of the day, we will send a notice home to explain what happened.

### **Fire**

In the event of a fire, we remain calm and reassure the children. The person noting the fire sounds the alarm and notifies the Director on duty, who calls the fire department. Teachers collect attendance sheets and first aid kits and escort the children out of the classroom door that leads to the playground. Infants are placed in an evacuation crib and wheeled out the front doors to the back of the parking lot. All classes are to congregate in the back part of the parking lot. Each teacher is to take attendance of their class and compare it to the attendance sheet. The Director checks classrooms, bathrooms, the kitchen, office, and loft. When the drill is over, the Director will give the "all clear" to return to the classroom. We conduct drills monthly to ensure that we are prepared.

### **Tornado and Severe Storm**

In the event of a tornado or severe storm, we remain calm and reassure the children. Teachers collect attendance sheets and first aid kits and escort children out of the classroom to the designated area:

**Infants:** Staff bathroom and classroom doorway.

**Toddlers:** Hallway outside of kitchen and observation booth between the classrooms.

**Preschool & Kindergarten:** Hallway outside their classrooms and as many as possible in observation booth.

When the emergency is over, the Director on duty will give the "all clear" to return to the classroom.

### **Serious Injury**

In case of emergency with your child, it is our policy to attend to the needs of the child first and then contact a parent or guardian. If we cannot contact a parent or guardian within 30 minutes, we will begin trying to contact those individuals listed on the Emergency Contact Card.

In a serious emergency, we will call 911 immediately and a Director will accompany the child to the hospital.

### **Emergency Phone Numbers**

Emergency: 911

Poison Control: 1-800-322-6633

## **Appendix 1**

### **Board of Directors**

**Rachel Wydeven Oliverius - President**

785-393-9036 (m), 856-2656 (w)  
rachel@blueplatedinners.com

**Cindy Lutz – Treasurer**

785-312-7512 (h), 785-393-0514 (m), 913-845-5155(w)  
Cindyl@firststateks.com

**Danel Cupps – Secretary**

550-6855  
dcupps@kumc.edu

**Steffany Brosa**

785-331-4512 (h), 550-1814 (w)  
sbrosa@lakeviewvillage.org

**Kathleen Kinsler**

856-3913  
[kkinslerslp@yahoo.com](mailto:kkinslerslp@yahoo.com)

## Appendix 2



# One of a Kind Progressive Early Education **Enrollment Contract**

By signing this agreement, I accept the following as a binding contract:

1. I, \_\_\_\_\_ residing at  
(address) \_\_\_\_\_  
agree to pay \$ \_\_\_\_\_/month tuition to have my child \_\_\_\_\_  
enrolled at One of a Kind Progressive Early Education.
2. I agree to pay a \$100 non-refundable deposit to hold my child's spot at the time I return this document to the director. The \$100 deposit will be held by One of a Kind Progressive Early Education and applied to my child's final month's tuition.
3. I understand the full tuition amount is due regardless of the amount of time my child actually attends One of a Kind Progressive Early Education during any given month. There are no discounts for sick days or vacation days used by the family.
4. I agree that I will notify the center of any changes in my family's status (marital status, work status, etc.) as it affects tuition payment.
5. I understand that tuition is due in full on the first business day of the month and is considered late after the third business day of the month. A fee of \$20.00 will be charged on the fourth business day of the month. An additional fee of \$5.00 will be charged for every additional day that the tuition difference is late. Childcare services will be terminated if tuition is repeatedly late. I also understand that a fee for collection may be added.
6. I agree to pay a late charge of \$1.00 per minute for any time my child is picked up after 6:00 p.m. with a minimum charge of \$5.00.
7. I agree to pay a \$35.00 returned check fee on all returned checks. I understand this fee will be applied each time a check is returned. I will provide replacement tuition and/or fees for any returned check within 24 hours of notification.
8. I agree to give One of a Kind Progressive Early Education **30 days written notice** if I intend to withdraw my child from the program. I understand that if I fail to give notice, I will be responsible for the tuition during that 30-day period. I understand that I forfeit my \$100 deposit if **30 days written notice** is not given. I also understand that tuition will not be refunded if my child attends only a portion of the 30-day notice period.
9. I understand that this agreement may be terminated by One of a Kind Progressive Early Education at any time for any reason deemed appropriate by the parent Board of Directors. I also understand that tuition may be increased as determined appropriate by the parent Board of Directors.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

### Appendix 3 - Example of Daily Report Forms

#### Infant 1 Room One of a Kind

Name \_\_\_\_\_  
 Last slept \_\_\_\_\_ to \_\_\_\_\_  
 Parent Notes.....

Date \_\_\_\_\_  
 Last ate \_\_\_\_\_ at \_\_\_\_\_

This is how my day went:  
 I played with...  
 I pottied...

I napped... \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_

I ate... \_\_\_\_\_ at \_\_\_\_\_  
 \_\_\_\_\_ at \_\_\_\_\_  
 \_\_\_\_\_ at \_\_\_\_\_  
 \_\_\_\_\_ at \_\_\_\_\_

|       |  |      |  |
|-------|--|------|--|
| 8:00  |  | 1:00 |  |
| 9:00  |  | 2:00 |  |
| 10:00 |  | 3:00 |  |
| 11:00 |  | 4:00 |  |
| 12:00 |  | 5:00 |  |

I need more: Diapers \_\_\_\_\_ Clothes \_\_\_\_\_ Formula \_\_\_\_\_ Wipes \_\_\_\_\_ Baby Food \_\_\_\_\_

Medicines I was Given: \_\_\_\_\_ at \_\_\_\_\_  
 \_\_\_\_\_ at \_\_\_\_\_

#### Preschool Daily Sheet

Name \_\_\_\_\_ Date \_\_\_\_\_

Today I ate.... **Breakfast** all most half little  
**Lunch** all most half little  
**Snack** all most half little

Nap \_\_\_\_\_ to \_\_\_\_\_ Centers that I played in today were..... \_\_\_\_\_

Folders: \_\_\_\_\_

My day was..... happy sad rough/angry tired

Additional Comments \_\_\_\_\_

My cubby needs.... pants underwear shirts socks blanket

## Appendix 4 - Example of Short-Term (2 pages) and Long-Term Medications Forms

CCL.026  
Rev. 9/2003

**Kansas Department of Health and Environment**  
Bureau of Child Care and Health Facilities  
1000 SW Jackson, Suite 200  
Topeka, KS 66612-1274  
Phone: 785-296-1270 Fax: 785-296-0803  
Website: www.kdhe.state.ks.us/kidsnet/



### Authorization for Dispensing Medications to Children or Youth Short-Term Medications (Prescription and Non-Prescription)

Prescription medications must be in their original containers labeled with the child's or youth's first and last name, the date the prescription was filled, the name of the licensed physician or licensed nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication. Administer the medication according to the instructions. Non-prescription medications can be given by permission and direction from the parent, guardian or legal custodian based on general advice received from the child's or youth's physician. Administer nonprescription medication from the original container labeled with the first and last name of the child or youth and according to the instructions on the label. A record of administration must be kept.

| <b>Medication #1</b>  |                  |           |
|---|------------------|-----------|
| First and Last Name of Child or Youth   |                  |           |
| Name of Medication  |                  |           |
| Reason for Medication   |                  |           |
| Dose  | Time to be Given | Stop Date |
| Name of Licensed Physician/Nurse Practitioner prescribing the medication<br>( )   |                  |           |
| Phone number of Health Care Provider  |                  |           |
| I allow the above medication to be given to my child or youth by the child care provider/staff member or school age program staff member. |                  |           |
| Parent's Signature  |                  | Date      |

| <b>Medication #2</b>  |                  |           |
|---|------------------|-----------|
| First and Last Name of Child or Youth   |                  |           |
| Name of Medication  |                  |           |
| Reason for Medication   |                  |           |
| Dose  | Time to be Given | Stop Date |
| Name of Licensed Physician/Nurse Practitioner prescribing the medication<br>( )   |                  |           |
| Phone number of Health Care Provider  |                  |           |
| I allow the above medication to be given to my child or youth by the child care provider/staff member or school age program staff member. |                  |           |
| Parent's Signature  |                  | Date      |

**THIS FORM IS TO BE USED TO DOCUMENT ADMINISTRATION OF ONLY THE MEDICATION(S) IDENTIFIED ABOVE. Provider or staff member to note any comments or remarks about the child's or youth's appearance on the back of this form.**

| Date<br>mm/dd/yy | Time | Name of Medication<br>Given to Child | *Initials | Date<br>mm/dd/yy | Time | Name of Medication<br>Given to Child | *Initials |
|------------------|------|--------------------------------------|-----------|------------------|------|--------------------------------------|-----------|
|                  |      |                                      |           |                  |      |                                      |           |
|                  |      |                                      |           |                  |      |                                      |           |
|                  |      |                                      |           |                  |      |                                      |           |
|                  |      |                                      |           |                  |      |                                      |           |
|                  |      |                                      |           |                  |      |                                      |           |
|                  |      |                                      |           |                  |      |                                      |           |
|                  |      |                                      |           |                  |      |                                      |           |
|                  |      |                                      |           |                  |      |                                      |           |
|                  |      |                                      |           |                  |      |                                      |           |
|                  |      |                                      |           |                  |      |                                      |           |

Each person administering medication is to sign on the back side of this form and identify initials used above.





**Appendix 5**

**One of a Kind  
Emergency Contact Card**

|                              |                      |
|------------------------------|----------------------|
| Child's Name _____           | Date of Birth _____  |
| Address _____                | Home Phone _____     |
| Mother/Guardian's Name _____ | Cell Phone # _____   |
| Mother/Guardian's Work _____ | Daytime number _____ |
| Father/Guardian's Name _____ | Cell Phone# _____    |
| Father/Guardian's Work _____ | Daytime number _____ |

Names of persons to be contacted in the event of an emergency (preferably someone living in Lawrence):

- 1. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_
- 2. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_
- 3. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Permission is hereby granted to the One of a Kind staff to release the above named child only to the following persons, provided proper identification is first established if us as parents are not able to.

- 1. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_
- 2. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_
- 3. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

*We do not ever share this information with anyone. We ask for your e-mail address so that we may send you our monthly newsletter, important notices, and to send you photos or tidbits of information about your child.*

**Physician to be called in an emergency:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Do you have health insurance? Yes No  
If yes, what is the policy name and number?  
\_\_\_\_\_

Is child eligible for military medical care? Yes No  
If yes, what is the ID#? \_\_\_\_\_

Do you receive medical assistance? Yes No  
If yes, what is the program and card number?  
\_\_\_\_\_

Does your child have any drug allergies? Yes No  
If yes, what allergies? \_\_\_\_\_

I, the undersigned, hereby authorize the staff of One of a Kind to take whatever emergency medical measures are deemed necessary for the care and protection of my child, who is enrolled in One of a Kind.

\_\_\_\_\_  
Signature of Parent or Guardian (Date)

\_\_\_\_\_  
Signature of Notary (Date)

\_\_\_\_\_  
Signature of Parent or Guardian (Date)

(Seal)

\_\_\_\_\_  
Director's Signature (Date)

## Appendix 6

### Sample Menu

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   | 07.01.10  | 07.02.10  |
|   |   |   | Bagels<br>Fresh Melon<br>Milk                           | Breakfast Burritos<br>Apples<br>Milk                |
|   |   |   | Beef & Bean Burrito<br>Peas<br>Mandarin Oranges<br>Milk | Chicken Quesadillas<br>Green beans<br>Pears<br>Milk |
|   |   |   | Trail Mix<br>Milk                                       | Grhms & Applesauce<br>Water                         |
| 07.05.10  | 07.06.10  | 07.07.10  | 07.08.10  | 07.09.10  |
| Biscuits and Gravy<br>Bananas<br>Milk                         | English Muffins<br>Fresh Melon<br>Milk              | Egg & Cheese Muffins<br>Grapes<br>Milk              | Oatmeal<br>Oranges<br>Milk                              | Waffles<br>Apples<br>Milk                           |
| Chicken salad sand<br>Green Beans<br>Mandarin Oranges<br>Milk | Turkey Sand.<br>Peas<br>Pineapple<br>Milk           | Tuna Casserole<br>Corn<br>Mixed Fruit<br>Milk       | Chili Rice Bake<br>Cooked Carrots<br>Peaches<br>Milk    | Lasagna<br>Green beans<br>Pears<br>Milk             |
| Wheat Thins<br>Grape Juice                                    | Cottage Che. & Pineapple<br>Water                   | Carrots and Ranch<br>Milk                           | Cheeze Its<br>Grape Juice                               | Banana Bread<br>Milk                                |
| 07.12.10  | 07.13.10  | 07.14.10  | 07.15.10  | 07.16.10  |
| Bagels<br>Bananas<br>Milk                                     | Blueberry Pancakes<br>Fresh Melon<br>Milk           | Eggs & Toast<br>Grapes<br>Milk                      | Malt-O-Meal<br>Oranges<br>Milk                          | French Toast<br>Apples<br>Milk                      |
| Turkey & Cheese Wrap<br>Mixed Veggies<br>Mixed Fruit<br>Milk  | Chicken Nuggets<br>Peas<br>Mandarin Oranges<br>Milk | Mac & Cheese w/Ham<br>Corn<br>Pineapple<br>Milk     | Ham & Ch. Bierocks<br>Yams<br>Peaches<br>Milk           | Enchiladas<br>Green beans<br>Pears<br>Milk          |
| Gold Fish<br>Apple Juice                                      | Cheese & Crackers<br>Water                          | Animal Crackers<br>Milk                             | Pretzel & Cheese<br>Milk                                | Cheese Toast<br>Milk                                |
| 07.19.10  | 07.20.10  | 07.21.10  | 07.22.10  | 07.23.10  |
| Cereal<br>Bananas<br>Milk                                     | Bagels & Yogurt<br>Fresh Melon<br>Milk              | French Toast<br>Grapes<br>Milk                      | Cereal<br>Oranges<br>Milk                               | Biscuits & Gravy<br>Apples<br>Milk                  |
| Ham & Cheese Wrap<br>Mixed veggie<br>Mixed Fruit<br>Milk      | Chicken Sand<br>Peas<br>Mandarin Oranges<br>Milk    | Taco Salad<br>Corn<br>Pineapple<br>Milk             | Beef Stew & Rice<br>Carrots<br>Peaches<br>Milk          | Pasta Salad<br>Green Beans<br>Pears<br>Milk         |
| Cheeze-its<br>Grape Juice                                     | Grahams<br>Milk                                     | Cott. Chse & Pineapple<br>Milk                      | Chex Mix<br>Milk  | Cookies<br>Milk                                     |
| 07.26.10  | 07.27.10  | 07.28.10  | 07.29.10  | 07.30.10  |
| English Muffins<br>Bananas<br>Milk                            | Sausage Hash<br>Fresh Melon<br>Milk                 | Cereal<br>Grapes<br>Milk                            | Blueberry Pancakes<br>Oranges<br>Milk                   | Breakfast Pizza<br>Apples<br>Milk                   |
| Turkey & Cheese Sand<br>Mixed veggie<br>Mixed Fruit<br>Milk   | Tuna Salad Sand.<br>Broccoli<br>Peaches<br>Milk     | Parm & Chicken Noodles<br>Corn<br>Pineapple<br>Milk | Grilled Cheese<br>Tom Soup<br>Peaches<br>Milk           | Cheeseburger<br>Fries<br>Pears<br>Milk              |
| Wheat Thins<br>Orange Juice                                   | Blueberry Muffins<br>Water                          | Gold Fish<br>Grape Juice                            | Animal Crackers<br>Apple Juice                          | Ants on a log<br>Milk                               |

## Appendix 7 - Individual Classroom Handbooks.

Information in the general Parent Handbook takes precedence over information in the individual classroom handbooks.

### The Infant Programs

#### Introduction

The Infant One classroom consists of up to nine infants with ages ranging from two weeks to approximately nine months, at which time children transition to the Infant Two program. The Infant Two classroom consists of up to eight infants. Typically the transition from Infant One to Infant Two is centered on the child's mobility level. To separate children who are less mobile (in Infant One) from those children who crawl (in Infant Two). Children in the Infant Two classroom range in age from eight months to about 15 months or when they are walking well. The ratio in the Infant One room is one teacher to every three infants. The ratio in the Infant Two room is one teacher to every four infants.

Our programs strive to fulfill your child's daily needs: to be loved, fed, napped, diapered, and to experience their world through diverse activities and toys, loving attention, time, and care.

Every morning the Lead Teacher will greet you. At this time it is important to communicate any special needs or changes in your child's daily schedule. You will also need to fill out the top portion of the parent report so we can base approximate feeding times and so we can have an idea as to when a child may be getting tired. You will also need to sign your child in on the sign-in/out sheet on the clipboard on the desk.

#### Feeding

In the Infant One classroom, we follow the schedules set by the parents, or, if requested, feed on demand. As infants grow quickly, feeding schedules and quantities can change frequently and rapidly, so let us know of any changes to your child's eating routine. We participate in the State of Kansas Food Program so when your child is developmentally ready, we provide formula (Parent's Choice with Iron), cereal, and baby food. If you do not wish to use the food we provide, you are responsible for providing your own formula or breast milk, cereal, and baby food. You can decide to accept formula and not food, or vice versa. Because we participate in the Food Program, we are required to offer your child certain minimum amounts of formula, breast milk, and/or food based on the child's age unless you have a physician's note indicating otherwise.

|                              | <b>Breakfast<br/>(7am - 10am)</b>   | <b>Lunch<br/>(10am - 2pm)</b>  | <b>Snack<br/>(2pm - 6pm)</b>               |
|------------------------------|---|--|--|
| <b>Birth to 3 months</b>     | 4 to 6 oz breast milk or formula  | 4 to 6 oz breast milk or formula   | 4 to 6 oz breast milk or formula           |
| <b>4 months to 7 months</b>  | 4 to 8 oz breast milk or formula<br>0 to 3 Tablespoons infant cereal (optional)                                   | 4 to 8 oz breast milk or formula<br>0 to 3 Tablespoons infant cereal (optional)<br>0 to 3 Tablespoons fruit and/or vegetable (optional)  | 4 to 6 oz breast milk or formula           |
| <b>8 months to 11 months</b> | 6 to 8 oz breast milk or formula<br>2 to 4 Tablespoons infant cereal<br>1 to 4 Tablespoons fruit and/or vegetable | 6 to 8 oz breast milk or formula<br>2 to 4 Tablespoons infant cereal and/or 1 to 4 Tablespoons meat or ½ to 2 oz cheese or 1 to 4 oz cottage cheese<br>1 to 4 Tablespoons fruit and/or vegetable | 0 to ½ bread or 0 to 2 crackers (optional) |

In the Infant Two classroom, children begin eating together at the table during regular mealtimes. Children begin using sippy cups with lids but bottles may still be used, particularly for children under 1 year of age. OOAK provides whole milk (or Parent's Choice formula) or you may choose to bring your own milk, formula, or breast milk. We will provide you each month with a OOAK menu so that you can highlight foods that your child is able to eat.

Parents are also responsible for providing labeled bottles with lids. (Kansas Department of Health and Environment requires all bottles to be labeled and covered.) One of a Kind does provide bowls, spoons, bibs, sippy cups, burp rags, and washcloths. All the feeding times and amounts for your child will be recorded on the parent report for you to take home.

### **Diapering**

In Infant One, we check and change every child on an hourly basis as well as anytime a child has a bowel movement. In Infant Two, we check and change the children every hour and a half. We do not wake your child to change their diaper, but we do change them as soon as the child wakes up from their nap. We do not change dry diapers, but we will recheck them half an hour later. If you wish, we can change your child less often. You are responsible for providing diapers, wipes, two extra sets of clothing, diaper rash ointment, etc. When you are running low on any of these supplies, the item will be marked on the bottom of the take home sheet to let you know to bring more in. On the parent report a grid will show your child's diaper changes for each hour. The symbols that we use are: W – wet, BM – bowel movement, RBM - runny bowel movement or a blowout (clothes were soiled), D – dry, S – sleeping, \_\_\_ - not here.

### **Napping**

We take our cues from your child. Seeing your child daily, we begin to learn the mannerisms that appear when your child is tired. In Infant One, we do not nap our children on a room schedule; we nap each child according to their own schedule. In Infant Two, the children are transitioned to napping on a room schedule and are transitioned to being patted to sleep on their backs or tummies. As a child begins the transition to the Toddler program he/she will begin napping once a day and on a small cot rather than a crib. Please let us know if your child has usual times that he/she naps, how he/she usually falls asleep and any specific mannerisms of your child that signal tiredness. Once a child falls asleep, we will move them into their crib. In Infant One, we lay the child on their back unless we have a signed note from the parent and physician saying to lay the child on their stomach. Please send a blanket with your child every Monday. We will send it home every Friday. Also we change sheets every Tuesday and as needed.

### **Pacifiers**

If you want your child to use a pacifier, please send one. In Infant Two, the pacifiers are usually used only during nap times. In Infant One, please let us know of any times which you do or do not wish your child to use a pacifier.

### **Play Time**

When your child is not napping, eating or being diapered, he/she will be in the play area. This is your child's classroom. Your infant learns as he/she plays. Therefore we provide a wide range of toys and activities to stimulate your infant's mind and body. There is always a teacher playing in the play area. By changing positions (back time, tummy time, sitting up, bouncy seat, exersaucer, and swing) in Infant One every 15 minutes and changing toys every 30 minutes or whenever they have lost interest in the current toys, your infant will experience new things in a fun environment. We also try to do a loosely structured circle time daily, where we will read, sing, or do flashcards. Our toys and activities focus on large motor skill development, fine motor skill development, cognitive development and sensory development. But most of all, our activities keep your child engaged and happy . . . and we love to see them smile!

### **Outside Play Time**

When the weather permits, we will venture outside to our playground to get some fresh air or we will take a walk in the strollers. The amount of time we spend outside depends on the weather. We have a canopy to provide shade on the playground. Sunscreen will be used if you provide it (you must complete an authorization from). We will apply sunscreen at least 30 minutes before outside time. Occasionally, in the summer, we have swim time in our baby pool.

**Open Door Policy**

We welcome parents to come in at anytime throughout the day. Coming in to play with or feed your child is always welcome. It is a great way for the teachers to learn more about you, your child, and your family. Nursing mothers are always welcome to nurse in our room or in our upstairs loft.

**End of the Day**

At the end of your child's day, the afternoon lead teacher will greet you, hand you your child's daily report, and tell you about your child's day. We will send home all used bottles, opened baby food, and soiled clothing and will put any take-home papers in your child's cubby for you to take home.

**Questions, Comments, and Concerns**

Comments, questions, and concerns are always welcome. Please don't hesitate to tell us if you have a concern about any issue; we will do our best to explain and rectify the situation. We're always happy to accept compliments, too!

## The Toddler Programs

### Introduction

The Toddler One program consists of up to 10 toddlers up to 2 ½ years old with the ratio of one teacher to every 5 toddlers. The Toddler Two program consists of up to 10 toddlers ranging in age from 2 to 3 years with the ratio of 1 teacher to every 7 toddlers.

### Classroom Goals/Curriculum

We strive to continue to develop and expand your child's vocabulary and language skills by "using their words." In addition, we continue to teach basic sign language, which helps ease the frustration toddlers may feel when they are unable to communicate yet with words. We also begin to help the children get acquainted with the potty and to prepare them for potty training which begins in the Toddler Two classroom. We have daily "circle" or group time during which we learn about animal sounds, the alphabet, colors, shapes, counting, body parts, and other age appropriate concepts through songs, wordplays, and books. We also begin with "folders" to work individually with children on age and developmentally appropriate skills in the areas of fine motor, gross motor, language, safety, and social skills. Independence is also encouraged, particularly in Toddler Two where children will be encouraged to learn how to take his/her own coat and shoes on and off, pull up and down their pants during potty time, wash his/her own hands, and clean up after themselves at meal time and with toys. We have weekly themes and artwork, music and books usually revolve around the weekly theme.

### Eating

Children eat from the Center's menu and work to transition from sippy cups to open cups by the time they transition to the Toddler Two classroom. We also encourage the use of silverware and good table manners when eating. Bibs are worn for the majority of the meals, especially the messy ones. Because toddlers' little tummies don't always last from breakfast until lunch, we provide a small morning snack (such as a couple of crackers and water) and water is provided throughout the day. We encourage children to try different types of foods. If your child has any known food allergies, please let your teacher know. Monthly menus are provided in the newsletter and are posted in the classroom.

### Napping

The children take their daily nap from about 12:30 to 3:00'ish on cots. Teachers can assist children to fall asleep by "patting" the child gently on his or her backs or softly rubbing a child's tummy. We ask that you bring a clean blanket every Monday and take it home on Friday for washing. Pacifiers are allowed in Toddler One only at naptime however we encourage and attempt weaning the children from the pacifier a few weeks after transitioning into the Toddler One room.

### Behavior

At this age, it is normal for children to begin asserting their independence, experience temper tantrums, and learn how to interact with other children. We encourage the children to use "nice touches" and ask them to "give your friend a hug" to apologize to any child on the receiving end of a negative behavior such as hitting, biting, grabbing toys, etc. We make sure to remind the children to "use their words" instead of hitting or biting. We also work on using sign language as a way for him/her to communicate to us how they feel. Redirection, distraction, and positive reinforcement are used to encourage appropriate behaviors.

### Diaper/Toilet Training

In Toddler One, diapers are changed approximately every hour and a half to two hours. When a child is nearly ready to transition to the Toddler Two room, we begin introducing him/her to the potty by allowing him/her to become familiar with the potty by sitting on the potty before diaper changes. However, a child is never forced to sit on the potty. All "potties" or diaper changes are charted on a daily basis and recorded onto the parent report sheet.

In Toddler Two, children are encouraged to sit on the potty with each diaper change and are encouraged to tell the teacher when they need to potty. As children prepare to transition to the preschool room we take them to the bathroom about once an hour or every half hour if needed. The goal is to have all children who enter the preschool room potty trained (or at least well on their way!). It is helpful if you share the routines you use at home with the teachers to provide consistency with potty training. We realize that potty training takes time and everyone's involvement. When accidents happen we will be sending the soiled clothes home in a plastic bag.

## **Outside Play Time**

When the weather permits, we will venture outside to our playground to get some fresh air or we will take a walk in the neighborhood. The amount of time we spend outside depends on the weather but our goal is to allow for one hour each day of outside time. If the temperature is above 30 degrees or below 95 degrees and it is not raining or snowing, we go outside. During the summer months, we apply sunscreen at least 30 minutes prior to going outside (if you provide the sunscreen and complete an authorization form). We provide water breaks for children to keep them hydrated. Occasionally, during the summer, we have swim time in the sprinkler or baby pool.

## **Supplies**

Toddlers love to play and experiment with everything, which sometimes results in messy clothing. We keep the children as clean as we can but it is a good idea to send your child in play clothes that you do not mind getting dirty. Also please keep a couple of spare sets of seasonally appropriate clothes at the Center in case they get wet, dirty, or have an accident.

- Clean Blanket (Mondays)

- 2 extra sets of seasonally appropriate clothing (labeled with name or initials)

- Extra socks

- Diapers/Underwear/Pull-ups

- Wipes

- Outside shoes (labeled with name or initials)

## The Preschool Room

### Introduction

Preschool consists of up to 20 children, ages 2 ½ to 4 with a minimum of one teacher for every 10 children.

### Classroom Goals/Curriculum

In preschool, we continue with each child's individual "folder" by building on his/her abilities and readiness to learn and we truly begin to see the benefits of the OAK curriculum. Each child has a folder with age appropriate skills to assess in the following areas of development: gross motor, fine motor, language, safety, handwriting, numbers, independence, social skills, concepts, and reading. We realize that each child is different and therefore masters skills at different times. Our folders assist teachers in identifying what skills a child has mastered and what activities would be appropriate to offer throughout the day so that the child's experiences enable him/her to grow and learn. Folders are done throughout the day at various times and involve one on one interaction between teacher and child. Your child's progress will be recorded and updates will be sent home periodically. If you have questions about how your child is doing, please ask.

### Eating

We serve breakfast, lunch, and afternoon snack and also provide water throughout the day for children. We encourage children to try different types of foods. Monthly menus are posted in the classroom and are also sent out in the Center newsletter.

### Napping

Naptime lasts from 1:00-3:00. While we realize that some children may not sleep this entire time, we do require each child to lie quietly and rest for at least 30 minutes. After this time, we will allow the children who are still awake the option to participate in a quiet activity on his/her mat. These activities include reading books, coloring pictures, and doing puzzles. We also work on individual curriculum folders at this time.

### Toileting

Preschool children are well on their way to being potty trained as this enables teachers to provide an enriching fun filled day for all. However, accidents sometimes do happen and in which case, you'll find a plastic bag with soiled clothing in his/her cubby to be taken home. Children are reminded and encouraged to go to the potty at scheduled times as well as whenever they recognize the need to do so.

### Behavior

We believe children do best when the environment and expectations are consistent. In preschool we primarily use positive reinforcement. We provide reinforcement for appropriate behaviors in an effort to preventative not so desirable behaviors. In the event a child is not "being a good listener" or "being a nice friend," he/she will be prompted to change the behavior or will be redirected. Time outs may be used in extreme circumstances.

### Supplies

Active children engaged in fun activities manage to not stay clean all of the time. We keep the children as clean as we can but it is a good idea to send your child in play clothes that you do not mind getting dirty. Also please keep a couple of spare sets of seasonally appropriate clothes at the Center in case they get wet, dirty, or have an accident.

- Clean Blanket (Mondays)
- 2 extra sets of seasonally appropriate clothing (labeled with name or initials)
- Extra socks
- Diapers/Underwear/Pull-ups
- Wipes
- Outside shoes (labeled with name or initials)
- Sunscreen

We request that no toys be brought from home except for Show and Tell (each Friday). This helps to cut down on conflicts between children and helps to ensure that personal toys are not broken or lost at school. Thank you for your cooperation and understanding.

## The Kindergarten Room

### Introduction

The kindergarten room consists of up to 19 children aged 4 to 6 years with one teacher for every 12 children. Some of our children attend other area part-time kindergarten programs.

### Classroom Goals/Curriculum

The kindergarten curriculum is divided into group learning and individual learning. Our lesson plans are designed to teach the children in a group setting or "circle" and cover many different subjects. Some of these include math, science, music, social studies, and art. We also have circles that focus on letters, numbers, shapes, and colors. These are designed to give the children the opportunity to learn about many subjects and give them practice for the grade school setting. We have a morning circle and an afternoon circle daily.

We also continue with the individualized curriculum to give each child the best and most thorough education possible. Each child continues with their "folder" with a goal in each of the following areas: reading, gross motor, fine motor, safety, handwriting, numbers, language, social skills, and independence. Each child is allowed to learn at their own pace and may progress through the curriculum at a speed that will give them the most opportunities to learn. Additional curriculum areas, such as foreign language, may be added should a child complete the above areas.

### Eating

We serve breakfast, lunch, and afternoon snack and also provide water throughout the day for children. We encourage children to try different types of foods. Monthly menus are posted in the classroom and are also sent out in the Center newsletter.

### Napping

Naptime lasts from 1:30-3:00. We realize that some children may not sleep this entire time. We do require each child to lie quietly and rest for at least 30 minutes. After this time, we will allow the children who are still awake the option to participate in a quiet activity on his/her mat. These activities include reading books, coloring pictures, and doing puzzles. We also work on individual curriculum folders at this time.

### Behavior

We believe children do best when the environment and expectations are consistent. In kindergarten we primarily use positive reinforcement. We provide reinforcement for appropriate behaviors in an effort to preventative not so desirable behaviors. Prompts are given to remind the child what the appropriate behavior is in a situation. Redirection is used when appropriate.

In the event a child exhibits aggressive behavior (anything that endangers the health and safety of a child or teacher) he/she will be given a "time out" of 2 to 4 minutes. The time out does not start until the child is sitting quietly. They are welcomed back to the activity when they are quiet and ready to return.

In some cases, a child may injure another child or teacher intentionally. In these cases, the child will be given an Incident Report, which will outline the situation before the aggression, describe the aggressive behavior, and explain the consequences for the behavior. The child and parent are both required to sign this report and the teacher will review the incident report with the parent.

### Supplies

Each child will have a cubby where they can keep their belongings. Due to limited space we ask that your child bring only the following things to keep at school:

- One change of season-appropriate clothes (including shirt, pants, underwear, and socks)
- Coat or jacket in the winter
- Blanket for nap
- Pillow or stuffed animal for nap (optional)
- Outside shoes
- Slippers (optional)

Food, drink, and medicine may not be kept in your child's cubby.

We do ask that your child leave their toys and books at home except for Show and Tell (each Friday) and Book Days (each Wednesday).