

# Tipp City Enrichment Program



## Parent Handbook Policies and Procedures

Phone Number  
(937) 667-8800

Fax Number  
(937) 667-8802

Email:  
[tcepstars@gmail.com](mailto:tcepstars@gmail.com)

Web Site  
[tippcitykids.org](http://tippcitykids.org)

P.O. Box 72  
223 W. Broadway  
Tipp City, OH 45371

Hours of Operation  
Monday through Friday, 6:00 AM to 6:00 PM

Director – Melissa Price  
Administrative Assistant – Cathy Steinke



Dear Parent,

We welcome you and your family to the Tipp City Enrichment Program in collaboration with the Tipp City School District! We look forward to developing a positive relationship with you and your child. Open communication between parents and our staff is vital to fully meeting your child's needs while in our care.

Tipp City Enrichment Program is excited about working hand in hand with Tipp City Schools. We strive to provide a fun, safe environment filled with warmth and encouragement. Your child will discover lifelong friendships, while developing a positive self-image and a sense of community. We want our kids to be all they can be.

Thank you for allowing us the opportunity to share in the lives of your children. We want to give your children the opportunity to experience an away-from-home adventure filled with new activities, ideas, friends, and school memories.

Feel free to contact our office with questions or concerns. Our door is always open to you.

Sincerely,

*Melissa Price*

Melissa Price  
Director



## **Mission Statement**

*Tipp City Enrichment Program was developed and designed for:*

- 1) Preschool children, who are between the ages of three to four, and pre-kindergarten students, who will be age eligible for kindergarten the next school year. Our preschool & kindergarten readiness classes were developed to provide daily age appropriate educational programs throughout the calendar school year comprised of activities and curriculum designed to promote the cognitive, social, emotional and physical development in a safe, encouraging and fun environment for children of families residing in Tipp City and Monroe Township, Ohio and/or attending Tipp City Schools; and*
- 2) Children in k thru 5<sup>th</sup> grade inclusive, to provide educational programs and activities before and after school hours and during the work day in summer, which compliments the local public school curriculum and fosters the continuing natural development of adolescent children of families residing in Tipp City and Monroe Township, Ohio and/or attending Tipp City Schools.*

*Tipp City Enrichment Program Inc.'s vision is to provide quality and enriching care for children of families residing in Tipp City and Monroe Township, Ohio to ensure each child reaches his potential. The staff of TCEP will use our energy, talents and available resources to cultivate trust with parents and enhance the life of each child that crosses our path. We are committed to providing a safe, nurturing and learning environment and will strive to make each day full of fun and adventure.*

## **Vision Statement**

*The Tipp City Enrichment Program will strive to...*

*Teach*

*Children*

*Enriching*

*Principles*

# Programs.....

## Preschool & Pre-Kindergarten Enrichment

Our Preschool and Pre-K Programs are open to preschoolers, residing in Tipp City and Monroe Township or surrounding areas. Our Preschool is open to ages 3 years to young 4 year olds. The TCEP Pre-Kindergarten class is open for 4 & 5 who will be age eligible for kindergarten the next school year. This means in order for your child to enter kindergarten they will need to have their 5<sup>th</sup> birthday before August 1<sup>st</sup>. Students must be potty trained to participate in either program.

Our Preschool & Pre-K Programs will run part-time 3½ hours per day or full-time 6 hours per day, Monday thru Friday during the school year. This program will not be in session during Christmas break or Spring break, therefore no tuition will be due for these weeks unless your child is enrolled on our extended day programs. If your child is enrolled in one or more of our extended day programs, he/she may be eligible to attend TCEP on days school is not in session.

The program is designed to instill the concepts and skills needed for kindergarten. Your child will become more confident as he/she strengthens their cognitive skills. Our program offers an environment of discovery where your child can learn to become more independent while developing a strong foundation for learning. Learners at this age will become learners for a lifetime!

### Example of Daily Schedule

#### Preschool PT/FT Class Schedule

9:00	Students Arrive	12:00-12:30	Free Play
9:00-9:30	Greet & Meet/Free Play	12:30-1:30	AM Students Go Home/ Rest/Quiet Time
9:30-9:40	Clean-Up		
9:40-10:00	Meeting/Lesson	1:30-1:50	Bathroom Break
10:00-10:45	Centers/Activity	1:50-2:20	Recess/Teacher Guided Activities
10:45-11:00	Story Time/Snack	2:20-2:30	Bathroom Break
11:00-11:05	PT Students Pack Bags	2:30-2:50	Story Time/Snack
	Bathroom Break	2:50-3:00	Pack Bags/Go Home
11:05-11:20	Recess	3:00-3:30	Extended day students
11:30-12:00	Students Go To Lunch	3:30-6:00	Extended day program

#### Pre-Kindergarten PT/FT Class Schedule

9:00	Students Arrive	12:00-12:30	Free Play
9:00-9:30	Greet & Meet/Free Play	12:30-1:30	AM Students Go Home/ Teacher Guided Hands on Activities
9:30-9:40	Clean-Up		
9:40-10:00	Meeting/Lesson	1:30-2:00	Review of Daily Lessons
10:00-10:45	Centers/Activity	2:00-2:20	Recess
10:45-11:00	Story Time/Snack	2:20-2:30	Bathroom Break
11:00-11:05	PT Students Pack Bags	2:30-2:50	Story Time/Snack
	Bathroom Break	2:50-3:00	Pack Bags/Go Home
11:05-11:20	Recess	3:00-3:30	Extended day students
11:30-12:00	Students Go To Lunch		“Quiet Time”
		3:30-6:00	Extended day program

## **Lunch:**

Preschoolers will eat lunch in the school cafeteria each day.

- Your child will be able to purchase a lunch from the Broadway cafeteria. (Make checks payable to Broadway or bring cash in a baggie.)
- Your child may also bring a packed lunch.

**Enrollment-** The following paperwork is required at the time of enrollment for the Pre-K Enrichment Program:

- ✓ Tipp City Enrichment Program (TCEP) Enrollment Agreement
- ✓ ODJFS Child Enrollment & Health Information
- ✓ ODJFS Child Medical Statement (**Signed by Doctor**)
- ✓ ODJFS Request for Administration of Medication Form (required if child needs medicine administered while at the Tipp City Enrichment Program)
- ✓ ODJFS Child Medical/Physical Care Plan (if necessary)

**\*\*NOTE\*\* the above forms must be completed and turned into the TCEP office before your child can start the program.**



## **Before & After School Program**

The Before & After School Program is designed to encourage your child's continuing growth in a warm environment that promotes the safety of your children. This program is available to children of families residing in Tipp City or Monroe Township in Preschool through 5<sup>th</sup> grade. Your children will enjoy a stimulating schoolage environment where they can choose from an assortment of activities such as, arts & crafts, board games, educational computer games, science experiments, karaoke, and much more. Some children create and design their own games. We are always enthusiastic about children using their creative ability.

### **Example of Daily Schedule:**

#### **Before School Program**

6:00 a.m.	Site Opens
6-8:30	Self Serve Snack, Games & Manipulatives, and Gym Time
7:05	6 <sup>th</sup> Grade students leave
8:30	LT Ball students leave
8:40	Nevin Coppock students leave
8:45	Broadway students walk to class

## After School Program

3:25	Broadway students arrive
3:40	LT Ball students arrive
3:40	Nevin Coppock students arrive
3:30-3:45	Attendance
3:45-6:00	Homework, Snack, Games & Manipulatives, Group Activities, Gym Time, Parent Pick-Up
6:00 p.m.	Site Closes

**Enrollment-** The following paperwork is required at the time of enrollment for Preschool and Pre-K Enrichment and Before & After School Programs:

- ✓ Tipp City Enrichment Program (TCEP) Enrollment Agreement
- ✓ ODJFS Child Enrollment & Health Information
- ✓ ODJFS Request for Administration of Medication Form (required if child needs medicine administered while at the Tipp City Enrichment Program)
- ✓ ODJFS Child Medical/Physical Care Plan (if necessary)

**\*\*NOTE\*\* the above forms must be completed and turned into the TCEP office before your child can start the program.**

## Summer Program

During the summer months, we will provide a Summer Program for our current preschool and pre-k students along with the elementary school-age children of families residing in Tipp City or Monroe Township. ***The Summer Program is open to TCEP preschool students and children who have attended Kindergarten in the previous school year through 5<sup>th</sup> grade.***

Participation in the Summer Program will be open to all Tipp City and Monroe Township residents, and enrollment will be strictly on a “first come, first served” basis. Capacity is limited, and no preference will be given to those students or families who have participated in either the Preschool / Pre-Kindergarten or Before and After School programs during the school year. Registration for the Summer Program is separate from registration in the school-year programs, and all participants must register for the Summer Program. Participants must be residents of Tipp City or Monroe Township at the time of registration.

### **Summer Swimming:**

- Tippecanoe Aquatics (Public Pool)
  1. At least 10-12 lifeguards on duty at all times
  2. Staff will be actively supervising children and shall be able to clearly see all parts of the swimming area.
  3. Staff members shall review swimming and/or water safety rules with children each time they participate in water activities.
- ***Parents will provide a pool pass for their child(ren)***
- Children will walk to the pool (Teacher/Child Ratio of 1:10)
- Written permission (form provided by ODJFS) shall be signed and dated by parent or guardian, and kept on file for review. The permission shall include the following:
  1. Child’s name and birthday
  2. Statement indicating whether the child is a swimmer or non-swimmer
  3. Location of the swimming site
  4. Statement that the parent or guardian grants permission for the child to participate.

### **Field Trips:**

- All students are required to attend bus field trips. If your child is not attending the scheduled bus field trip then they may not attend TCEP for that day.

### **Lunches:**

- No meals (breakfast, lunch or dinner) will be provided.
- Snacks will however be provided twice per day, once in the morning and once in the afternoon.
- Children must provide their own sack lunch and drinks.
  1. Please make sure your child's lunch is healthy according to USDA standards.

**Enrollment-** The following paperwork is required at the time of enrollment for K-Enrichment and Before & After School Programs:

- ✓ Tipp City Enrichment Program (TCEP) Enrollment Agreement
- ✓ ODJFS Child Enrollment & Health Information
- ✓ ODJFS Summer Field Trip Permission Slips
- ✓ ODJFS Request for Administration of Medication Form (required if child needs medicine administered while at the Tipp City Enrichment Program)
- ✓ ODJFS Child Medical/Physical Care Plan (if necessary)

**\*\*NOTE\*\* the above forms must be completed and turned into the TCEP office before your child can start the program.**

## **Policies and Procedures.....**

### **Program Closure**

Tipp City Enrichment Program Inc. will be closed on the following major holidays: Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, July 4<sup>th</sup>, and Memorial Day. If a holiday falls on a Saturday, the site will be CLOSED on the Friday before. If the holiday falls on a Sunday, the site will be CLOSED on the following Monday. The Programs will operate on all other school vacations and school designated holidays unless otherwise noted by the director.

### **Inclement Weather School Closings**

On snow days, Tipp City Enrichment Program will operate normal hours from 6:00am to 6:00pm at the director's discretion. Children attending will need to bring a sack lunch.

### **Inclement Weather TCEP Closings**

In case of severe bad weather, closings will be announced on **WHIO Channel 7** (e.g. - Tipp City Enrichment Program – CLOSED). Also, families participating on Tipp City Enrichment Program will receive a **One-Call-Now** message.

### **Tipp City School Cancelations, Delays & 2 hr. Early Dismissals**

#### **Pre-Kindergarten Enrichment:**

- **Tipp City Schools CLOSED**
  - Pre-K Enrichment/Preschool will be CANCELLED
  - If your child is enrolled in our before and/or after school enrichment program and the center is still open, they may attend.
- **1 or 2 Hour Tipp City School Delay:**
  - Full Day Pre-K Enrichment/Preschool will attend 10:00 am – 3:00 pm (1 hour delay)
  - Half Day Pre-K Enrichment/Preschool will attend 10:00 am – 12:30 pm (1 hour delay)

- Full and Half Day Pre-K Enrichment/Preschool will attend 11:00am – 3:00 pm (2 hour delay)
- **2 Hour Early Dismissal**
  - Pre-K Enrichment/Preschool will attend 9:00am – 1:00pm

## **Financial Information**

### **Tuition:**

- Weekly tuition payments are due in advance, by Friday of each week for the following week.

### **Subsidized Childcare:**

- Tipp City Enrichment Program is contracted with Miami County Job & Family Services for financial assistance.

### **Registration Fee:**

- A non-refundable registration fee of \$50.00/per family (School Year) or \$25.00/per family (Summer) is due at the time of enrollment to insure your place in the program.

### **Making Payments:**

- Make checks or money orders payable to Tipp City Enrichment Program (TCEP).
- Tuition Payments may be made by cash, check, money order, or you may enroll in TCEP's direct payment option.

### **Accounts in Arrears:**

- **Accounts two weeks in arrears** may result in immediate removal from the program; however, upon payment, enrollment may be reinstated.

### **Sibling Discount:**

- There is a \$10.00 off per week sibling discount for multi-child families.

### **Free Days:**

“Free Days” are days during which you do not have to pay if you do not use program services on that particular day. Free days include days-off which are used for sickness/illness, vacation, holidays, or program absence regardless of the cause.

- Parents of children enrolled in our program (**whose account is current**) are eligible for free days throughout the year. (September to May). The free days are equivalent up to a two week period which is based upon the number of days your child is enrolled for one week. **Example:** If your child is enrolled for five days per week, you will receive 10 free days. If your child is enrolled for three days per week, you will receive six free days...and so on.
- **If your child is only enrolled in Preschool or the Pre-Kindergarten Program, the “free days” do not apply. Christmas & Spring breaks will be no charge due to Preschool & Pre-Kindergarten Enrichment not being in session.**

### **Holiday Break Fees:**

- If your child **does not** attend during these breaks, you may use your “free days” or pay your contracted weekly tuition rate.

### **Late Pick-Up Fees:**

- **Late pick-up will result in a late fee of \$1.00 per minute after closing time. Repeated offenses may result in termination of services.**
- **If there are extenuating circumstances that arise and you are unable to pick up by:**
  - 12:30 pm for Half Day Pre-K or Preschool
  - 3:00 pm for Full Day Pre-K or Preschool
  - 6:00 pm for After School Enrichment
- **Please make sure to call one of your emergency contacts to pick up your child(ren). Please call the center @ 667-8800 to inform the staff who will be picking up your child.**

### **Drop-In Fees:**

- \$5.50 per hour or \$27.00 per day.
- **Discounts DO NOT apply to Drop-In fees.**



- Drop-In students must be registered with the Tipp City Enrichment Program.
- Parents must call the Tipp City Enrichment Program office to inquire about the availability of space for any given drop-in day for their child.

#### **Inclement Weather School Closings:**

- Regular Fees Apply
- Be sure your child has a sack lunch as we will not have the use of the cafeteria facilities.

#### **Absences:**

- Please call the Tipp City Enrichment Program office if your child will not be attending the program for any reason.
- It is vital that communication exists between the site and parents when children are absent to guarantee your child's safety. If your child is going to be absent, you can leave a message on the answering machine. If we have not heard from you, we will take every precaution to determine the location of your child.
  1. We will contact the school office
  2. We will contact parents and/or emergency contacts
- You may use your free days to offset that week's tuition, otherwise full tuition is due for that week.
- **Pre-K & Preschool: parents will pay contracted weekly fees even if child is absent during the week. There will be no refund for scheduled center closings, weather or holiday closings.**

#### **Withdrawal Policy:**

- A one week notice is required if you intend to withdraw your child from the program.  
***Notice must be given in writing to the Tipp City Enrichment Office.***

#### **Sign In/Out Procedure:**

- Children must be signed in/out by their parents (or approved person, over the age of 18, or if a sibling is signing out they may be 16).
- All persons entering the building should make a visual and verbal exchange with a staff member when arriving or departing with your child.
- Once children are signed into the program, teachers will sign them in/out to their various destinations.
- Children must not come in or leave the building by themselves.
- If your child will be attending TCEP after a school activity or detention and they have your permission to walk to the center. A signed permission form (**state form 01225**) must be obtained in the office and placed in your child's file.
- With written request from the parent, the child may be picked up by someone other than the parent. Photo identification is required for any person picking up a child if he/she is not known by the staff. Persons picking up the child other than parent or legal guardian, must be listed on the authorization for pick-up category on the child's registration form and be over the age of 18 years unless that person is an older sibling. Then they must be 16 or older in order to pick up the child.

#### **Transportation:**

- School transportation is used to transport the children to and from Nevin Coppock, and LT Ball to Broadway Elementary School for all Tipp City Enrichment Programs.
- A staff member will accompany the children to their bus. Once the children have reached their destination, school staff will meet the bus to ensure that all children get to their classes.
- School transportation is used for non-walking, summer field trips. Tipp City Enrichment Program staff will always accompany children on bus trips with a 1:10 ratio.
- The following procedure will be followed:
  1. The Center shall have written permission from the parent or guardian before transporting children off the Center premises.

2. The permission form shall include:
  - a. Child's name
  - b. Specific destination
  - c. Dated signature of parent or guardian
  - d. Approximate Departure and Return times
3. In case of an emergency, please call the TCEP office @ 667-8800 and the office will contact Center staff.
4. A copy of the child's enrollment form and medical care plan (if necessary) will accompany the child.
5. Each child will wear an identification wrist band or TCEP T-Shirt which includes:
  - a. Name of Center
  - b. Phone Number of Center
6. A First Aid Kit will be present for each field trip

**Custody Arrangements:**

- Copies of current court-ordered custody documents must be submitted for inclusion in the child's file.

**Personal Belongings:**

- Children's personal belongings should be clearly marked with the child's full name. Children **must** be responsible for personal items brought to the program.
- ***Neither Tipp City Enrichment Program, Tipp City Schools, nor any of their respective employees or staff will be held responsible for lost or damaged items.***

**Disenrollment:**

***Tipp City Enrichment Program reserves the right to discharge any child for non-payment or repeated discipline problems. This will be discussed between the Director and the parents prior to any final discharge.***

**Parent Relations**

**Parent Rosters-** the names and telephone numbers of the parents or guardians of the children attending the program are available upon request. The roster will only include those parents or guardians who have given their consent.

**Parent Relations-** Open communication between parents and our staff is vital to fully meeting your child's needs while in our care. We strive to provide a fun, safe environment filled with warmth and encouragement. With your support and encouragement, your child will discover lifelong friendships, while developing a positive self-image and a sense of community.

**Parent E-mail Addresses-** E-mail is a quick and efficient way to share information. On our enrollment forms there is a space for your e-mail address. No personal e-mail address will be given out without prior approval. TCEP will use provided e-mails for sending out our newsletters and any other important information regarding the program.

**Parent Participation-** Parents are welcome to come and visit at any time and participate in whatever we are doing. Please check in with the office. We love your enthusiasm and support. Thank you for the opportunity to share in the lives of your children.

**Conflict between Adults-** While every effort is made to meet the needs of children, families, and staff, we realize that from time to time a conflict may occur between families, staff, and administrators. The following process is followed should a conflict occur:

- Step One – a respectful discussion is held between the persons directly involved at a time and place that assures privacy and sufficient time for a thorough resolution to take place.

- Step Two – if resolution is not found at the first meeting, a second meeting is held with the Director for the purpose of creating a plan for resolution and a timeline for expected success.
- Step Three – if the conflict is not resolved according to the timeline, adjustments may be made to the plan, and an additional timeline be established, or:
  1. Removal of the child from the classroom
  2. Withdrawal of service from the center
  3. Suspension of the staff member until disciplinary steps can be taken
  4. Involvement of the Tipp City Enrichment Board
  5. Grounds for determining that a resolution is not possible include but are not exclusive of the following:
    - a. Any person involved displays inappropriate behavior such as shouting, accusing, name-calling, swearing, or physical assault.
    - b. Any person involved refuses to follow the prescribed process.
    - c. Any person involved jeopardized the process by spreading information concerning the conflict to those outside the immediate conflict or those involved in the resolution of the process.

## **Transitions**

### **Transitioning into our program:**

- Tour of the facility with an explanation of our program.
- Child visits classroom with parent.
- Completion of enrollment packet and distribution of the parent handbook.
- Child attends the center.

### **Transition from preschool to pre-k:**

- Child will tour the new classroom.
- Child and parent will attend an open house night.

### **Transition out of our program:**

- If any documentation is to be released to anyone other than the child's family, a release will be signed and dated.
- Parents contact the office 2 weeks prior to leaving the program.
- All accounts are at a zero balance.
- On the last day, the child will take all personal belongings home.

### **Transfer of records:**

- Parents will sign a transfer of record form if any information/assessments need to be sent over to the child's future teacher.
- A sample of this letter is located at the end of the parent handbook.

## **General Safety Guidelines**

### **Supervision of Children:**

- Children will not be unsupervised at any time (except while using the restrooms, supervised by sound).
- A written permission slip must be provided by the parent in order for their child to attend after school activities located in the building. Children will be accompanied to and from the activity by an adult from the specific activity. Tipp City Enrichment Program staff is required to maintain ratio in their program.

### **Child Abuse Reporting:**

- Tipp City Enrichment Program staff is trained in child abuse identification and are required under section 2151:421 of the revised code to report their suspicions of child abuse or neglect.

### **Brief Overview of Disaster Plan:**

- Safety Plan
  1. Safety Drill (lockdown and tornado) – will be conducted on a quarterly basis for lockdown and during the months of March – September for tornado season.
  2. Exit Drill (fire or danger within the building) – will be conducted on a monthly basis.
  3. Emergency Procedures are posted in each room.
  4. In emergency situations where general evacuation is warranted the center will move all children and staff to the United Methodist Church.
  5. Head count sheets keep staff accountable as to the number of children present every half hour.
  6. Parent will be able to reach us by phone at all times.
  7. Children must be signed in/out by parents or authorized person each day.
  8. Copies of each child's enrollment and health form will be with the teacher at all times.
  9. Incident/Injury Report Forms are available at the site and will be completed and available to parents in accordance with rule 5101:2-12-35. *\*Forms will be turned into the Director by the end of the day of said incident.*
  10. If an accident or injury occurs in accordance with rule 5101:2-12-35 of the administrative code or the transportation of a child to the hospital, the center shall complete a report in accordance with rule 5101:2-12-35 of the administrative code.
  11. A First Aid Kit is available in the Tipp City Enrichment Program teacher's lounge and office.
- Safety Notes
  1. All staff members are trained in CPR, First Aid, Prevention of Child Abuse, and Recognition of Communicable Disease (required by rule 5101:2-12-27).
  2. No child is ever left alone or unsupervised
  3. No aerosol sprays are used in a room when children are present
  4. Emergency procedures are posted by each phone in the center.
  5. Emergency instructions for fire or weather alert are posted in every classroom and practiced regularly at different times throughout the day.
- Standard Precautions
  1. Surfaces that may come in contact with potentially infectious body fluids are disposable or able to be sanitized.
  2. Staff use techniques that minimize contact of mucous membranes or openings in skin with potentially infectious body fluids to reduce the spread of infectious diseases.
  3. Staff clean up spills of body fluids immediately using detergent then rinsing with water.
  4. After cleaning, staff sanitize nonporous surfaces.
  5. Carpets are cleaned by blotting, spot cleaning with a detergent disinfectant, and shampooing.
  6. Staff dispose of contaminated materials in plastic bags with a secure tie and in a closed container.
  7. Toys that children place in their mouths or that are otherwise contaminated by body secretion or excretion are washed in soapy water, sanitized with mild bleach water, and air dried daily.
  8. Tables are sanitized prior to and after snacks and lunch.
  9. Cots are sanitized weekly, and washed with soap and water quarterly.
  10. Children's items such as blankets, pillows, etc, are taken home by the families for washing weekly.

## **Guidance Policies**

Tipp City Enrichment Program believes that children learn to be successful when educators use positive reinforcement, positive redirection and acknowledgement of these successes.

Constructive, developmentally appropriate child guidance and management techniques are used at all times. These age-appropriate techniques include redirection, guidance in problem solving techniques, separation from specific area or situation, and supervised "alone time". Our staff will adhere to behavior management strategies. Additionally, the specifications of rule 5101:2-12-22 applies to all employees at the center.

### **Tipp City Enrichment Program staff will:**

1. Set clear limits.
2. Redirect the child to an appropriate activity.
3. Show children positive alternatives.
4. Model desired behavior.
5. Reinforce appropriate behavior.
6. Encourage children to control their own behavior. Cooperating with others and solving problems by talking things out.
7. Intervene when needed, as quickly as possible to ensure the safety of all children.

### **Non-Violence Policy:**

Any action that includes violence toward another individual is not permitted. If guidance techniques have been utilized and the child continues to speak or act violently towards other people, a parent/director conference will be scheduled to help resolve the issue.

TCEP will follow the guidelines set forth by Tipp City Schools and impose a no-tolerance for guns or weapons of any kind while on TCEP or school premises.

### **Incident Reports**

If a child acts violently toward another child or adult, or gets a scrape, bump or bruise, an incident report will be filled out. The parent or guardian will receive a copy of this report.

### **Suspension Policy:**

A child who persistently refuses to behave or intentionally verbally or physically hurts, staff, another child or themselves may be suspended and/or removed from Tipp City Enrichment Program. The following are the guidelines for suspension:

1. If a child intentionally verbally or physically hurts staff, another child or themselves or persistently misbehaves, immediate and appropriate guidance will take place. An Accident/Incident report will be completed, the director notified, and the parents contacted to discuss the situation.
2. If a second incident of violence occurs, the above actions take place. The child may be suspended from the program for up to three days and will not be permitted to return until a parent/child director meeting has taken place. **Parents will be responsible to pay tuition for these days.**
3. If a third incident of violence occurs and the above actions have taken place, the child will be disenrolled from the program.

### **\*\*\*NOTE\*\*\***

**Tipp City Enrichment Program reserves the right to remove a child from our program if he/she is perceived to be a threat to other children's safety or exhibits unmanageable behavior.**

(Rev. 06/2017)



**Emergency Plan-** In case of an accident or medical emergency:

1. Parents will be notified.
2. Authorized persons, other than the parents, will be contacted in the event that the parents cannot be reached.
3. A trained staff member will administer first aid when necessary.
4. The emergency squad will be called when necessary.
5. If parents or those authorized to act on their behalf cannot be reached, a staff member will accompany the child until a parent/guardian arrives.
6. Should an incident/injury occur that requires first aid treatment, an incident/injury report will be filled out and reviewed with the parents. All parties will sign said report and a copy given to the parents and the original copy will be filed in the Tipp City Enrichment Program office. Parents must provide current emergency information to the Tipp City Enrichment Program. Please notify the office if your contact information changes.

***\*\*Parents are responsible for all medical expenses\*\****



## **Health and Illness**

**Illness Policy-**Children who did not attend school due to illness will not be permitted into our program on that day.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

1. Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness.
2. Diarrhea (3 or more abnormally loose stool within a 24-hour period).
3. Severe coughing, causing the child to be red or blue in the face or to make whooping sound.
4. Difficult or rapid breathing
5. Yellowish eyes or skin
6. Unusually dark urine and/or gray/white stool
7. Stiff neck with an elevated temperature
8. Redness of the eye, obvious discharge, matted eyelashes, burning, or itching.
9. Untreated infected skin patches, unusual spots or rashes
10. Sore throat or difficulty swallowing
11. Vomiting more than one time or when accompanied by any other symptom of illness.
12. Evidence of untreated lice, scabies, or parasite infections

Tipp City Enrichment Program will follow the Ohio Department of Health and Communicable Disease Chart for the appropriate management of suspected illness.

- A child isolated due to suspected communicable disease will be:
  - ✓ Cared for in a room/portion of the room away from other children
  - ✓ Within sight/hearing of a staff member at all times
  - ✓ Provided a cot/mat and made comfortable.
- Training is provided for employees which includes:
  - ✓ proper hand washing procedures
  - ✓ disinfecting procedures
- Site employees will be sent home if exhibiting signs of communicable diseases.
- Children or staff will be re-admitted to the site when they have been free from fever for 24 hours, are free from symptoms of communicable disease, or are under the care of a licensed physician who permits return to the site.
- When the site experiences an outbreak of a communicable disease, a notice will be posted informing parents of the outbreak and the symptoms associated with the disease.



## **Medication**

### **Prescription Medication Policy:**

The staff will administer medication to children when the following procedures are adhered to:

- Parents must complete a daily medication request form indicating the medication name, prescribed dosage, length of time to administer drugs (one day, one week, etc.), time of dosage, and possible side effects. This form and medication must be given directly to the office. Medication is then placed in a lock box in the refrigerator or in a locked file cabinet in the director's office.
- Medication must be in the original container with the prescription label stating:
  1. Child's name
  2. Prescription date (must be within the last six months)
  3. Exact dosage to be given
  4. Number of doses given daily
  5. Method of administration (by mouth, in ear, etc.)

### **Non-prescription Medication Policy:**

Non-prescription drugs and medications, such as sunscreen, Tylenol, Benadryl, etc. can be administered if the following procedures are followed.

- The item must be in the original container with the original manufacturer's label attached. The label must specify appropriate dosages based on the child's age or weight. The staff may not give any dosages that are not specified on the original label, unless there is a doctor's note permitting quantities that exceed the manufacturer's recommended dosages. If dosages are not listed for your child's age or weight, then a doctor must complete the "Request for the Administration of Medication" form indicating the appropriate dosage.

- Box One on the Request form must contain child's name, date of birth, and current name of medication, dosage and time to be given, parent signature, and instruction given from date to date.
- Tylenol or non-codeine cold medications are given for no more than 3 consecutive days.
- Items used for skin irritations are used for no more than 14 consecutive days.
- Other lotions and creams, such as sunscreen, to be used for non-irritations are administered for no longer the 3 months.

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

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

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

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or e-mail of any parent/guardian who requests that his/her name, telephone number or e-mail not be included.

Recent licensing inspection report and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire department, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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

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



## **OHIO STATE REQUIREMENTS**

**State Licensing-** The Tipp City Enrichment Program operating with the Tipp City Schools is licensed to operate by the Ohio Department of Job and Family Services. The program's license is posted in the Parent Communication area at each site. Posted on each license is a toll-free number, which can be used to report violations. Additionally the state of Ohio's licensing law and rules are available at the facility upon request. Inspection reports, complaint investigation reports, and evaluations from fire and building inspections will be made available for review from the Ohio Department of Job and Family Services and will be posted conspicuously for parent review. The staff/child ratios required by Ohio Child Care Licensing Regulations are:

School Age ratio: 1:18  
Preschool ratio: 1:12  
Pre-Kindergarten ratio: 1:14  
Maximum group size: 125

**Smoking is prohibited within our building.**

### **Photographs:**

Photographs of children participating in the Tipp City Enrichment Program may be taken from time to time and may appear in newspapers, magazines, brochures or other publicity materials. Permission to use photographs and videos that include your child must be approved by your signature on the Enrollment Agreement.

### **Non-Discrimination Policy:**

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



- **Notify the Tipp City Enrichment Program office when your child will be late or absent**
- **Encourage your child to participate in all scheduled activities**
- **Inform us of your child's special needs/concerns**
- **Make payments each Friday prior to the week Program begins: cash, checks or money orders are accepted (please write your child(ren)'s name on the memo line)**
- **Let us know if you will be late or if someone else will be picking up your child**
- **Advise us of any address or telephone number changes or schedule changes in writing.**

# Tuition Fees

**Preschool & Pre-Kindergarten Enrichment**

Part-time 3 ½ hrs. /M-F	\$50.00/wk.
Full-time 6 hrs. /M-F	\$120.00/wk.

**Combined Programs w/Extended Day:**

	<b>Part-Time (2-3 days)</b>	<b>Full-Time (4-5 days)</b>
Preschool & Pre-K Enrichment & one Session of Extended Day AM or PM	\$77.00/wk. \$148.00/wk.	\$95.00/wk. \$165.00/wk.
	(Part-time Pre-K)	(Full-time Pre-K)

**Combined Programs:**

Preschool & Pre-K Enrichment & both Sessions of Extended AM & PM	(Full-time Pre-K)	\$173.00/wk.	\$207.00/wk.
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	<b>Part-Time Rate (2-3 Days)</b>	<b>Full -Time Rate (4-5 Days)</b>
<b><u>Extended Day Program:</u></b>		
AM Session ONLY 6am – 8:45am	\$28.00/wk.	\$45.00/wk.
PM Session ONLY: 3:30pm – 6pm	\$28.00/wk.	\$45.00/wk.
Both Before & After School	\$54.00/wk.	\$90.00/wk.
Drop-In:	\$5.50/Hr.	\$27.00/Day Max
Summer Program:	\$27.00/Day	\$135/Week

\$50.00 (School Year) & \$25.00 (Summer) Non-Refundable Registration Fees

# Transfer of Records Consent Form



Complete the form below to allow the transfer of your child's records.

I, \_\_\_\_\_, allow the Tipp City Enrichment Program  
to transfer the records of \_\_\_\_\_.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



