

Sparkle's FAMILY TIME
EVERY FAMILY DESERVES SOME SPARKLE

CHILDCARE HANDBOOK

EVERY FAMILY DESERVES SOME SPARKLE

info@sparklesfamilytime.com 937-910-5823 50 Hillside Court Englewood, OH 45322



WELCOME AND OVERVIEW

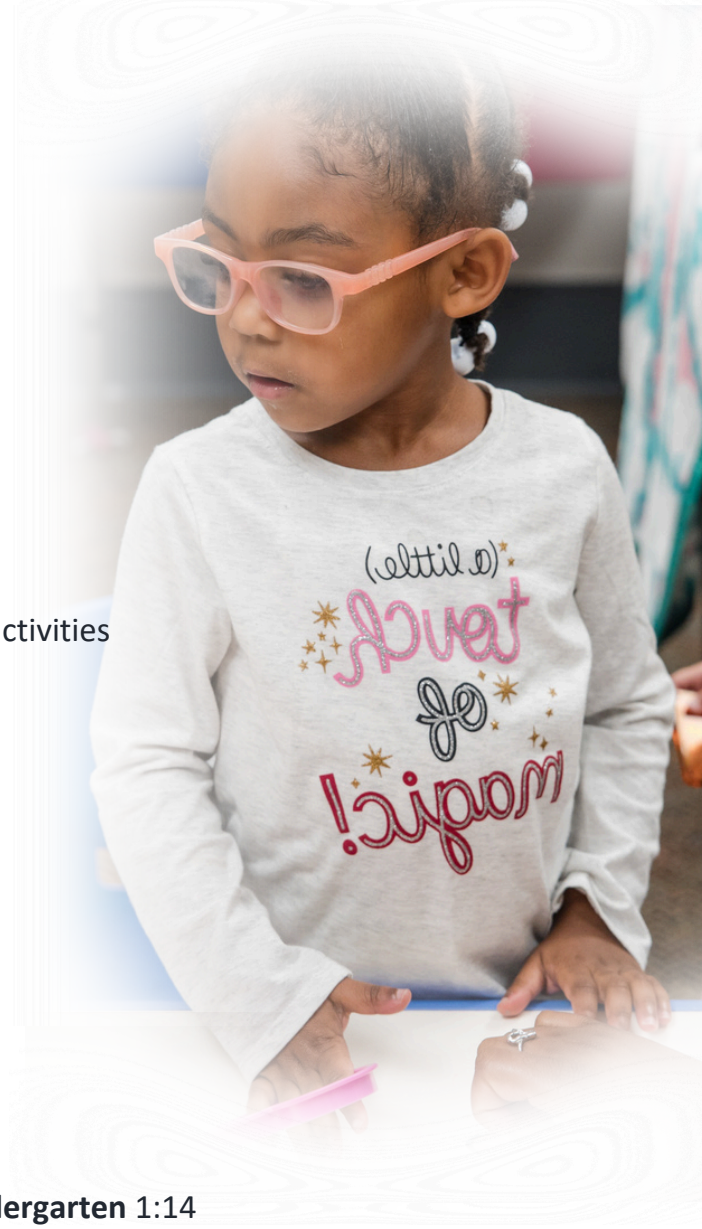
We believe children learn when their basic needs are met. Sparkle's Family Time offers professional care with a family feel. Staff and teachers build rapport with families so parents can feel comfortable leaving their children; and children want to come and learn. Children learn through play and will make mistakes; we have created an environment that allows children to learn from their mistakes and not be ashamed. Sparkle has a strong passion for building up emotionally and socially sound children. Our program is structured around creating kind and empathetic relationships.

Sparkle's Family Time is open Sunday thru Saturday, 7 days a week. We are open everyday because today's families need traditional and non-traditional care and we would like to give families a safe place to bring children while working or going to school. Monday thru Friday we are open 6:00a.m.-6:00p.m. Although we are open everyday and long hours, children MAY NOT be in care the entire time we are in operation. **Extended hours maybe available with proof of current employment AND current work schedule.** During your enrollment appointment we will agree on a set amount of days and hours for your family. Your child MUST be picked up and dropped off on time with no exceptions. You will be charged a late fee of $25 per child, if your child is picked up more than ten minutes after your scheduled pick up time. **Failure to follow your schedule could result in termination of your child care. Attendance helps the child maintain structure and routine.** Due to the extended hours of operations we have an extended daily schedule.

We will be closed all federal holidays and Christmas Eve we will close and not open back up until Jan 2.

FIRST SHIFT SCHEDULE

6:00 am – 7:00 am Arrival, rest or quiet play
7:00 am – 9:00 am Arrival and free play
7:45 am – 8:45 am Breakfast (school age)
8:20 am – 9:20 am Breakfast
9:00 am – 9:30 am Toileting and Handwashing
9:45 am – 10:30 am Indoor gross motor
10:30 am – 11:00 am Circle time/morning meeting
11:00 am – 11:20 am Small group activities
11:20 am – 11:45 am Toileting and diapering
11:45 am – 12:30 pm Free play
12:00 pm – 1:00 pm Lunch
1:00 pm Handwashing toileting and diapering
1:00 pm – 3:15 pm Rest time, Nap time, and quiet activities
3:15 pm – 3:40 pm Toileting and diapering
3:30 pm – 4:30 pm Snack time
4:15 pm – 4:45 pm Outside time
4:45 pm – 6:00 pm Free play and departures
6:30 pm – 7:00 pm Dinner



Young Infants *(birth to 12 months)* 1:5 / 2:12
Older Infants *(12 months to 18 months)* 1:6 / 2:12
Young Toddlers *(18 months to 2 ½ years)* 1:7 / 2:14
Older Toddlers *(2 ½ to 3 years)* 1:8
Young Preschool *(3 years to less than 4 years)* 1:12
PreK 4 years and not enrolled in or eligible for kindergarten 1:14
School age 1:18

Three times a year we will provide an event for families to meet and mingle. These events are not mandatory but highly suggested. If you would like to come in and read a book, join our community meeting/circle time, or participate in activities please let me know! We do have a daily schedule and activities planned so we do ask that you notify me the day before you plan to volunteer.

Parent teacher conferences will be held twice a year to discuss the development and goals for the students in our program. If parents would like to meet with staff outside of the scheduled conferences the parent may request the meeting by speaking with the

director. Families are encouraged to attend all family activities planned throughout the year.

Children will receive assessments within the first 45 days of enrollment. Assessments are not pass or fail, they just give us a snapshot of where the child is developmentally and how we can help. We also have goodwill easter seals come out twice a year to provide assessments. During parent teacher conferences we will go over the assessment and set goals for your family. We don't share your child's assessments with ODJFS however we may refer you to your child's school district for further evaluation. Assessments will happen at least twice a year but observations will be taken weekly to help track progress. Teachers use the creative curriculum along with assessments to complete lesson plans. Our program utilizes the creative curriculum because it aligns with the Ohio department of education kindergarten readiness standards. Sparkle's Family Time is a licensed preschool program.

PAYMENT POLICIES

Payments are due every Monday on the week of service. **Payments are late on Wednesday, a late fee of $25 will be added to every account not paid. Late payments are due by Friday or the child may not return on Monday.** There is a one time registration fee of $35 per child or $50 per family. There is an annual fee due every fall of $65 per child and $100 per family. Annual fees will be collected with the first payment in November. **Payments pay for spots not actual time in attendance, payments are due even if the child is not in attendance.**

After **two returned or bounced payments,** the next three payments must be made by money order or cashier's check. If another payment is returned, all future payments must be made by money order or cashier's check.

Every family will be allowed one vacation week a year after being enrolled for one calendar year. Parents must notify admin at least a week before vacation and the family will not be responsible for that one week of care. Only one week per calendar year is allowed. Payments are online only on the procare app, no exceptions.

Full time is **up to** 5 ten hour days or 3 twelve hour shifts.
Anything that exceeds these times will be an additional $65 a day
Part time is **up to** 24 hours a week, no more than 3 days a week

PRICING IS AS FOLLOWS

FULL TIME	*PART TIME*
Infant $315 weekly	Infant $225 weekly
Toddler $295 weekly	Toddler $215 weekly
Preschool $265 weekly	Preschool $200 weekly
PreK $260 weekly M-F 8:00 a.m.- 4:00p.m.	
School age $195 weekly	School age $115 weekly

ENROLLMENT INFORMATION

All parents must attend an enrollment meeting before the child is able to begin care. The family must meet with the director or assistant director and the child's teacher before attending the program. Parents must complete all paperwork and staff must sign off on the paperwork before care begins. Any child requiring rescue medication or care plan must have appropriate signatures from a physician and staff. Staff must be completely trained on all medications.

TWO-WEEK TRIAL PERIOD

All newly enrolled children will begin with a mandatory two-week trial period. During this time, staff will observe the child's adjustment to the program, classroom environment, and daily routine.

At the conclusion of the two-week trial period, the family is required to meet with staff to discuss the child's progress and determine whether the program is a good fit for the child and family. This meeting provides an opportunity for open communication between the family and our team to ensure every child's needs are being met.

If both parties agree the program is a good fit, the child's enrollment will continue as agreed. If it is determined that the program is not the right fit, both the family and Sparkle's Family Time will work together to find the best path forward for the child.

If there are any custody documents they must be submitted at enrollment or as soon as documents become available. Custody paperwork must stay current and on file. If anything changes the director must be made aware immediately.

Children without immunizations will be allowed enrollment with the signature of a medical physician. The child must still have the state prescribed medical form completed annually. In the event ANY persons, child or adult comes into the building with a disease that is preventable by vaccine the following must occur: The family of the child without the immunizations will be notified immediately and the family must send someone to pick up the child within an hour. The child must be excluded from care until a medical physician has cleared the child and a meeting with the director has taken place.

Screenings on children will take place within their first 30 days, parents will be notified of the screenings and work with teachers to develop goals for the child(ren). Screenings will then take place at least once annually. Screenings will also take place by an outside accredited resource. Child(ren) may be referred to your local school district if there are any concerns of delays.

First shift children must arrive by 9:30a.m. any child arriving after 9:30a.m. will not be admitted. Staff needs to be made aware of any appointments that will require children to come to school tardy, and must present a doctor's note upon arrival to the admin on schedule at the time.

At arrival any child with allergies must put on an allergy alert band, whomever drops the child off is responsible for putting the wristband on the child.

The child must be clocked in and out daily and taken to the appropriate classroom, the adult dropping the child off must make the teacher aware of the child.

Child(ren) may only be released to persons listed on the enrollment form. The person must have a valid picture ID when picking the child up. Only persons on the form are allowed to pick the child up. The person must be at least 16 years of age with a valid form of identification that also gives an identifiable age.

Any family with a court order MUST provide documentation and keep the documentation current. Without proper documentation child(ren) must be released to biological parents.

Families with multiple children will need to pick up the youngest child first if the youngest child is an infant or toddler. We don't allow the older children in the infant room for

safety reasons. We don't want to track in dirt or have their little fingers stepped on.

Due to our evening hours children may be in care during bedtime hours. If requested by the family the staff will assist preschool children and younger with changing into pajamas or comfortable clothing after dinner. Children pre k and older will be able to change their clothes independently. Children will lay on cots quietly until departure. Children do not have to sleep but they must lay down on their cots.

No outside toys or food are permitted. Please dress your child in comfortable clothing so they are able to explore and learn freely. Please do not send your child to school with jewelry; real or fake jewelry just keep it at home. The attempt will be made to keep children clean, but a lot of activities are messy. Sparkle's Family Time will not replace any clothing, shoes, or jewelry. Supplemental food may be provided by families only with a note from your physician.

Tuition is charged weekly, tuition covers the child care spot not the amount of time the child is in attendance. Tuition is charged even if the child is not in attendance.

Parents will be notified after attendance check if their child doesn't show up to the program as scheduled. If your child will not be coming in from school please call and let us know.

Supervision policies, including supervision policies for school age children, if applicable: Children will be supervised at all times. Children will be within sight and sound of caregivers at all times. School age children will be within sight or sound at all times.

SERVING CHILDREN WITH SPECIAL NEEDS

At Sparkle’s Family Time, we proudly welcome and support children with special needs. We are committed to providing a safe, inclusive, and nurturing environment where all children—regardless of ability—can grow, learn, and thrive.

We understand that children with developmental delays or disabilities may need additional support and accommodations. To help us best serve your child, we require a current copy of their **Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP)** upon enrollment.

If a child has been prescribed medication that may be needed while in care, the required medication must be provided and kept on site in accordance with our medication policy.

If the prescribed medication is not available on site, the child will not be able to remain in care.

This documentation allows our team to:

- Understand your child's goals and accommodations.
- Collaborate with families and service providers.
- Implement supportive strategies that encourage growth and independence.

Our staff is trained to respond with compassion and professionalism, and we value open communication with families to ensure every child's needs are met. We believe that when children of all abilities are embraced, they're empowered to build strong relationships, engage fully, and succeed.

At Sparkle's Family Time, every child matters—and we're honored to support your child's journey.

CHILD GUIDANCE POLICIES

Children will be redirected as needed. Children learn by making mistakes. Behaviors will happen and children will test their limits. Staff will use redirection and modeling the desired behavior as a form of discipline. Children will also learn breathing techniques to calm themselves in upsetting situations. Breathing techniques will be taught when the child is calm and not upset. Behaviors will be discussed with parents when noticed. If staff see no improvement in behaviors or feel it is out of my professional expertise we will have a signed behavior agreement. Behavior agreements refer you to your physician for professional medical guidance.

At no time will a child be disciplined by spanking, cruel or unusual punishment, or with holding food. Children will not discipline other children. Appendix A to rule 5101:2-13-19 will be strictly enforced.

Sparkle's Family Time will make every effort to keep all children enrolled in our program and will make every effort to work with families. When staff report observations to families, we will first set up a conference. If behavior continues parents must reach out to the child's pediatrician. Families and staff will make a behavior plan based on the recommendations of the pediatrician. We will also use all resources available to us to keep the child in the program. If we have exhausted all resources and behavior plans we will refer out to the child's school district or help the family find a better fitting program.

Sparkle's Family Time ensures compliance with the American with Disabilities Act (ADA) including the administration of medication and other care procedures for children with disabilities.

At no time will a child be disciplined by spanking, cruel or unusual punishment, or with holding food. Children will not discipline other children. Appendix A to rule 5101:2-13-19 will be strictly enforced.

Sparkle’s Family Time will make every effort to keep all children enrolled in our program and will make every effort to work with families. When staff report observations to families, we will first set up a conference. If behavior continues parents must reach out to the child’s pediatrician. Families and staff will make a behavior plan based on the recommendations of the pediatrician. We will also use all resources available to us to keep the child in the program. If we have exhausted all resources and behavior plans we will refer out to the child’s school district or help the family find a better fitting program.

Sparkle’s Family Time ensures compliance with the American with Disabilities Act (ADA) including the administration of medication and other care procedures for children with disabilities.

In accordance with the state of Ohio guidelines children will go outside every day weather permitting. As long as temperatures are between 25 and 90 degrees fahrenheit children will go outside. Please dress children accordingly. During the summer time we will allow the children to have water play outside. At no time will swimming pools of any depth be used. We will bring buckets of water, sensory tables, and water hose for water play.

Sparkle's Family Time will provide nutritional meals according to the state guidelines. We will provide breakfast, lunch, dinner and two snacks. Menus will be available weekly listing the foods that will be served. Table food will be provided for children who are developmentally ready for table food.

Bottles with formula or breastmilk provided by the family need to be prepared before coming to the center. Bottles need to be labeled with the child's name and date. Label all bottles or prepared food with the infant's name and date of preparation.

Make sure all breastmilk is labeled with the infant's name, date pumped, and the date the bottle was prepared.

Sparkle's Family Time fully supports breastfeeding. Mothers requesting a private room will be given a space to pump or nurse.

Sparkle's Family Time does family style dining for all meals. WE WILL NOT HAVE FAMILY STYLE DINING DURING THE COVID19 PANDEMIC. When developmentally ready all children are encouraged to feed themselves

If you have religious or cultural beliefs that eliminate an entire food group, please provide a written statement and discuss with Sparkle during enrollment. Parents please do not bring in food from home unless requested. Supplemental food may be provided with a note from your child's physician.

CONDITIONS FOR RETURN OF CHILD AFTER ILLNESS

Any child with a fever must be out of care for a minimum of 24 hours and provide a doctor's note. When the child has been fever free for 24 hours without the use of fever reducing medication the child may return.

At this time we are unable to care for ill children, all ill children will be isolated and must be picked up within one hour.

In the event of a serious illness or injury parents will be contacted immediately. Children will be transported by ambulance if their enrollment form allows transport. If the parent doesn't allow transport the parent or emergency contact must come immediately.

Staff will administer medication if it is medically necessary for the health and well being of your child. School age children will not be allowed to carry their medications; they will need to be stored securely with other medications. The director shall ensure that the parent completes and signs box one of the JFS 01217 and that the box two of the JFS 01217 are completed and signed by a licensed physician, licensed dentist, advanced practice nurse or certified physician's assistant. If the medication is stored in the original container with the prescription label that includes the child's full name, a current dispensing date within the previous twelve months, exact dosage and directions for use box two of the JFS 01217 does not need to be completed. Medication must be in its original packaging and labeled with your child's name. The medication and label must be current and not expired.

Any and all rescue medications are required for care. IF YOUR CHILD REQUIRES A RESCUE MEDICATION IT MUST BE WITH STAFF DURING CARE TO RECEIVE CARE. If you forget to bring the medication, you will be required to take your child with you to pick it up. Once your medical physical care plan is complete it must be updated as needed (at least annually).

At this time Sparkle's Family Time will not provide transportation at this time. Any scheduled field trips will be contracted out.

BOTTLES AND BABIES

Bottles from home must be prepared at home and come into the center in labeled bottles. Bottles not finished must be taken home daily. Formula and breastmilk will be warmed in a bottle warmer. Bottles must be labeled with the child's name and date daily. Parents must bring enough bottles for the entire day. Infants will be removed from cribs for feedings.

New developmentally appropriate foods will be introduced after speaking with parents. Parents must update infant care and feeding instructions as needed. Formula and breastmilk may not be reheated and served.

When the center provides the formula, the formula will be prepared according to the manufacturer's instructions.

We follow the abc method for infants. Each infant must sleep alone in a crib on their back. Once your infant is able to roll independently they no longer have to stay on their back during sleep. Infants are not allowed to have anything with them in their cribs. This includes blankets. A sleep waiver by your child's physician is required for any other sleeping arrangements.

Management of illness including isolation precautions: If your child has any of the following symptoms they will need to be isolated and picked up immediately. Parents will be notified immediately of an ill child. Parents must pick the child up within one hour.

- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing
- Evidence of untreated lice, scabies, or other parasitic infestation
- Stiff neck with an elevated temperature
- Unusually dark urine and or gray or white stool
- Untreated infected skin patches, unusual spots or rashes
- Redness of the eye or eyelid, thick and purulent discharge, matted eyelashes, burning, itching, or eye pain
- Yellowish skin or eyes
- Difficult or rapid breathing

• Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a 24 hour period)
• Temperature of 100 degrees fahrenheit if taken axillary, when in combination with any other sign or symptom of illness

ATTENDANCE & DISENROLLMENT POLICY

Non-Attendance: Children with two consecutive weeks of no attendance and no communication from their parent or guardian will be disenrolled.

PFCC Attendance: Families receiving full-time Publicly Funded Child Care (PFCC) must meet their approved hours of care.

INFANT CARE

Infants are delicate and require individual care plans. During the enrollment process we will discuss the individual needs and demands of your infant. Diapers will be checked at least every two hours, and changed when soiled or wet. All feedings for infants will be on demand. We will use our infant curriculum to provide activities to help your child develop and grow socially and cognitively. We will update you daily on diapers, feedings, and activities through our procare app. Infants will nap on their own schedule in cribs. Label all bottles or prepared food with the infant's name and date of preparation before coming please.

For breast milk ensure it is labeled with your infants name, date pumped, and the date the bottle was prepared.

Diapers will be checked at least every 2 hours, and diapers will be changed as needed.

Parents will be notified electronically in real time of daily infant activities through the procare app. Parents must fill out an infant form explaining the daily infant needs.

Napping and resting will take place between the hours of 12:30p.m. and 3:30p.m. depending on the age and classroom routine. Infants will sleep on demand. Children will sleep or rest quietly on their cot or nap mat. Children may sleep or rest quietly engaging in quiet activities.

Children who choose not to sleep must stay on their cot or nap mat quietly to allow those who need sleep to sleep.

If the child becomes a disruption during nap time the staff and family will come up with a nap time plan. The child must follow the nap time plan to stay in care during nap time.

Children will lay down at 8:30p.m. children do not have to go to sleep. Children will lay quietly on cots/mats with an activity if they are not asleep within 30-45 minutes.

Sparkle's Family Time will follow Northmont City Schools districts weather closure schedule. In the event of weather that makes driving conditions unsafe we will close or delay opening the program. These conditions could be snow, ice, wind, extremely low temperatures, or extremely high temperatures. WE ARE IN NO WAY AFFILIATED WITH NORTHMONT CITY SCHOOLS. We will post on our Procare app, social media, and through email of any weather closures.

Policies on using a substitute child care staff member or child care staff member for sick days, vacations or other time off. At this time we will use KB Staffing for substitute staffing in the event we are unable to secure our own staff to come in.

It is my goal to have children in my care until they age out! In the event you decide to disenroll please give a two week notice. I reserve the right to disenroll families for non payment, failure to comply with signed behavior contract, failure to comply with medication policy, or we no longer fit your needs discussed during enrollment.

If you do not show up for one full week, and there is no communication you will forfeit your spot. You will still be responsible for your last week of care and may not return until the tuition is paid along with late fees.

I want you and your child to feel comfortable while in care. If you have an issue please feel free to schedule an appointment so we can work through the issue. If you feel I haven't addressed your concerns you have the option of reaching out to the Ohio Department of Job and Family Services child care license division.

Once again welcome to Sparkle's Family Time. I know this is a lot of information and if you have any questions regarding this handbook please let me know! Every child deserves a little Sparkle in their lives!

Sparkle's FAMILY TIME
EVERY FAMILY DESERVES SOME SPARKLE

