

Beyond Our Dreams



Academy

Parent Handbook

Welcome to Beyond Our Dreams Academy, LLC. This handbook contains information, regarding the childcare center program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about Beyond Our Dreams Academy, LLC.

Our Goals and Philosophies:

Here at Beyond Our Dreams Academy we strive to provide quality that is a step above. We believe in structure and learning but doing it in fun and imaginative ways. Beyond Our Dreams Academy, LLC exists to provide a safe, developmentally appropriate environment for all children. Our focus is to provide a stimulating early care and education experience which promotes each child's social/emotional, physical, and cognitive development at each child's own pace. Our goal is to support children's desire to dream and be lifelong learners.

Operating information:

We offer full and part time care for children ages six weeks through 14 years of age. We open at 6:30 AM and close at 6:00 PM. We offer hot and cold breakfast, lunches, and afternoon snack daily for children ages 18 months and up.

Food policies and information (including breastfeeding mother's info.):

Beyond Our Dreams Academy, LLC provides AM Snack at 8:30 AM, Lunch at 11:30 AM, and an afternoon snack around 3:00 PM. AM snack will contain 2 food groups, lunch will provide 4 food groups, and afternoon snack will provide 2 food groups. The lunches will meet all childcare licensing requirements.

If your child has any food allergies, we ask that you, please pack the child meals needed during the day for meals where they cannot consume what is listed on the menu. If your child does not like what is on the menu, please feel free to pack them a lunch or snack for that time frame.

Packing the children meals requires that you pack them food from each food group required. If you do not pack from all the food groups, they will be offered some of what we are having as listed on the menu. Requirements are as follows: protein 1 ½ oz., grain ½ slice of bread or ¼ cup of pasta, two foods from the fruit/vegetable group ½ cup and fluid milk.

Also, children under age 18 months must have all meals packed, we do this to ensure safety with allergy concerns as well as choking risks for younger children.

Children who are in the infant classrooms (under 18 months) are required to bring all bottles prepared with name, date, and what the bottle or Sippy cup contains (formula, breast milk, juice, whole milk, etc.). We will NOT prepare bottles at the center. All baby food must be packed either daily or a supply may be left at the center. All food for infants eating table food must be brought to the center as stated above. No "center" food will be brought in the infant classroom. If you would like to leave a few bags or boxes of snacks at the center your welcome to do so. This food will be stored in your child's area of the classroom refrigerator or on their area of the classroom shelf.

For breastfeeding mothers: you are always welcomed to come in at any time and feed your child throughout the day, we will provide a space for you to do so if you wish. We allow for breastfed infants to have a bag of frozen milk on the premises to ensure a backup in case of emergency.

Tuition information:

Full Time Care:

Infants (6 weeks-18 months)	\$223 weekly
Toddlers (18 months-2.5 years)	\$213 weekly
Preschool (2.5 years to K)	\$202 weekly
School age (when in attendance full time)	\$187 weekly

Part Time Care:

Before and After Care	\$105 weekly
Part Time infants (1-3 days)	\$65 daily
Part Time toddlers (18 months – 2.5)	\$60 daily
Part Time preschool	\$55 daily

**We will charge \$20 a day when school age children need to be in attendance due to snow day or scheduled closing. When closings result in full week's attendance full time tuition will be charged.

**We will charge \$5 for every 5 minutes after 6:30 PM that your child remains in the center.

Payment Policies:

Sibling Discount: A 10% discount will be applied to the oldest child's tuition in a family with multiple children.

Registration and Other Payment Policies:

1. A registration fee of \$75 will be charged to cover the cost of enrolling your child. Once this fee is paid it is non-refundable should you decide not to enroll. This fee also covers the first school years activity fee or the summer activity fee up to the first \$50.
2. Tuition is billed weekly.
3. Tuition is due no later than the Friday prior for example referring to the example above tuition would be due no later than Friday August 10 in order for your child(ren) to attend the week of August 13. Payment can be made by check, cash, or credit/debit card. You may also set up online bill pay with us through tuition express.
4. Tuition is due for days your child is out sick.
5. Tuition is not reduced for holidays. You are responsible to pay full tuition for holidays when the center is closed. On a day prior to or following the holiday we reserve the right to close the center when less than ten children are scheduled to be in attendance. Notice of closures will be posted in advance. We will be closed Memorial Day, Fourth of July, Labor Day, Thanksgiving, and the day after, Christmas Day and New Year's Day. We will dismiss early on Christmas Eve and New Year's Eve. Full tuition is due for the weeks in which a holiday lands.
6. Beyond Our Dreams Academy LLC will make every attempt to open every day we are schedule to be open. Please be aware that in the event of an emergency for example, a natural disaster or power outage, full tuition will be charged for the days the center has to close. We will do everything in our power to ensure the center is open as quickly as possible.

7. All children are entitled to one week of "Vacation Time". Full time families have 5 days and part time families have the number of days their child attends the center in a one-week time frame. Vacation time is given at a 100% discount. We must be given a written notice no later than one week prior to the "Vacation Time" usage. "Vacation Time" will only be awarded to families whose account is in good standing.
8. Returned check fee is \$25 per check. All checks are to be made payable to Beyond Our Dreams Academy LLC.
9. There will be an activity fee for the summer to be determined for each age group, this will be determined by the activities that we will partake in. There will also be an activity fee for the school year of \$50.

Holidays Closings:

We will be closed Memorial Day, Fourth of July, Labor Day, Thanksgiving, and the day after, Christmas Day and New Year's Day. We will dismiss early on Christmas Eve and New Year's Eve.

Closing's due to inclement Weather:

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, we will post on our Facebook page and also send a message through the Procure App. On these occasions, regular payment is expected.

Parent/Guardian Participation and involvement:

We encourage parents and guardians to be involved with their children's activities. You are your child's first teacher so working together ensures a great educational experience.

Assistance by parents and guardians is welcomed. If you would like to be involved here are a few ways:

- Guest speaker there are various opportunities to be a guest speaker to your child's class or the whole center.
- Donations: Any and everything is welcome from volunteering your time to materials/toys and suggestions.
- If you would like to meet with the center staff please call the center and schedule an appointment with your child's teacher or the administrator.

We also have parent teacher conferences that will be scheduled whenever needed.

Transitioning Children:

Children will be transitioned into the next classroom based on age as well as their cognitive status. If staff and parents alike feel that the child is ready to move to the older classroom, we will discuss the availability to do this.

Arrival and Departure Procedures:

Children are to be brought into the center and checked in every day. Children are not to be sent into the center alone. Ensure that your child's teacher acknowledges your child's arrival. Your child will never be

sent out to your car. You will be responsible for coming into the center and getting your child and their belongings and checking your child out daily. At no time are the children to be left alone unsupervised. When departing and arriving to the center via school bus a staff member will supervise the children to ensure all children make it into the center safely.

Children MUST be dropped off by 10:30 am unless there is prior discussion with your child's teacher!

If your child is arriving AFTER 8:30 am they must be fed breakfast prior to or bring breakfast in with them.

If you are not able to pick your child up, they will be released to someone on the emergency form. If you need us to release your child to someone not on the emergency form, you may write a note stating who will be picking the child up. We check ID for anyone who is not recognized at the center before releasing a child into their care.

If you have a custody agreement it is YOUR responsibility to ensure the center has a copy of the court papers. We will follow the custody agreement. If you are not on the custody agreement your child will not be released to your care without written consent from the parent/guardian.

If your child does not arrive from school on the bus, we will promptly make a phone call to the parent and then the school to determine the whereabouts of your child.

Guidance and Behavior Management Policies:

Beyond Our Dreams Academy staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our Expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement and positive redirection (praise and removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give them a chance to regain control if they are having a difficult time. Times outs will be age appropriate in length. Staff will not impose punishments for failure to eat sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center. If a situation arises where a child is consistently endangering himself peers or staff if may become necessary to disenrollment the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent "extra attention" from the staff member we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of JFS guidelines.

No staff member is to ever use abuse cruel or hard techniques or any form of corporal punishment.

Also, the use of restraints, locked rooms frightening, or use of derogatory remarks, towards the children will NEVER be accepted. Everyone employed at Beyond Our Dreams Academy, LLC will follow these rules or employment will be terminated.

Enrollment/Disenrollment of Children

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received and reviewed and approved by the administrator. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months.

To disenroll a child you must submit a written letter to the administrator giving two weeks notice. You are responsible to pay the last two weeks even if your child does not attend.

Upon enrollment each child must have the following forms on file:

- Medical Statement
- Immunization Record
- Emergency Forms

Children Without Immunizations:

We do not accept children who do not have immunizations unless there is a signed waiver by a medical professional stating that a child can't have a specific vaccine due to medical reasoning (ie allergic reaction).

Medical Form Policy:

Your child must have a medical form on file by their first day in attendance. This medical form must be updated every thirteen months thereafter, to remain in compliance, the date of examination is the date we go on for the thirteen months. If you child does not have their form up to date they will be subject to termination of care.

Sample Schedule:

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place where they know what to expect and when to expect it.

<p>Sample Infant Schedule</p> <ul style="list-style-type: none"> -6:00 AM Arrival Play Time -8:30 AM Snack change -9:00 AM Learning/Songs -10:00 AM Morning Nap/Diaper Change -11:30 AM Lunch -12:00 large muscle play -1:00 M Diaper Change/Afternoon Nap -3:00 PM Diaper Change/Snack -3:30 PM Free Play 	<p>Sample Toddler/Preschool Schedule</p> <ul style="list-style-type: none"> -6:00 AM Arrival Free Play -8:00AM Potty/Wash Hands -8:30 AM am Snack -9:00 AM Writing/Small muscle play -10:00 AM Circle Time -10:30 AM Craft and Learning Activities -11:00 AM Outdoor Play -11:30 AM Potty/Hand washing 	<p>Sample School Age Schedule</p> <ul style="list-style-type: none"> 6:00 AM - Free Play -7:30 AM – 8 AM Snack -8:30 AM – 3 PM School -3:00 PM – PM Snack -3:30 PM – 4:30 PM Homework/Quiet Play -4:30 PM – 6:30 PM Outside Play/Free Play
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-4:30 -6:30 PM Departure	-11:30 AM Lunch -12: 30 PM Potty/Hand washing/ Books -1:00 PM Naptime -3:00 PM Potty/Hand washing/Snack -3:30 PM Small Muscle Play -4:30 - 6:30 PM Departure/Large Muscle/Indoor/Outdoor Play	
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Supervision:

All children will be supervised at ALL times. This means that your child will be actively watched and within sight and ear shot of staff through the entire time they are at the center.

The ONLY exception to this rule is school aged children. School age children will be allowed to go in small groups of six or less when using the restroom or running a quick errand. Children will still remain within ear shot of staff at all times and will be checked on every five minutes. One group of children ages 4th grade and older may be allowed to engage in activities which pose no physical risk to their safety in a room without a staff member as long as they are within ear shot or sight of the staff and are checked on every five minutes, these activities may include reading, movie time, or a game in a room across the hallway.

No child including school age will be allowed to participate in non-affiliated activities within or outside of the building without written consent from a parent.

Suspension and Expulsion:

We do everything within our power to prevent suspensions and expulsions. If we reach a point where we are having behavior concerns we will first discuss this with you (the parent). From there we will work on behavior management within the center and then contact crossroads to obtain extra help if needed. Suspensions only happen if we have reached a point where other children are being put in harms way and we can not keep your child safe. Expulsions only happen if we agree that our facility is not able to manage care of your child as well as keep them safe. Safety, as always, is our top priority.

Ratio and Group Size:

Beyond Our Dreams Academy will not exceed the following state required ratios. Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play, or special activities.

Age of Children Staff to Child Ratio Maximum Group Size

Age	Children to Staff Ratio	Max. Group size
Birth to less than 12 months	1:5 or 2:12	12
12 to 18 months	1:6	12
18 month to 2.5 years	1:7	14
2.5 -3 years	1:8	16

3-4 years	1:12	24
4-Kindergarten	1:14	28
School Age	1:18	36

School Closings and Delays:

If school is delayed or closed due to weather or another related incident our staff will run on our "summer time" schedule to ensure that there is coverage for all age groups.

Comments and Concerns:

If you are having an issue within the center, we encourage you to call us, send us an email, write a suggestion and put it in the tuition box., or come in and talk to us so we can resolve the problem.

Comments are welcome to be written down and placed in the tuition box as well. We encourage suggestions as well as comments and concerns, so we can continue to make this a great place for children and families alike.

Want to Contact another Parent?

If you would like to contact another parent please discuss this with a staff member and we will communicate with the other parents to get you their information if they so choose. Of course, you are welcome to speak to other parents while at the center and get the information yourself also.

Procedures for Emergencies and Accidents:

A "General Emergency" is defined by ODJFS as any threats to the safety of the children due to environmental situations or violence, natural disasters, and loss of power, heat, or water. If any of these things happen, we will follow our "Medical, Dental, and General Emergency plan" or our disaster plan. These plans are posted in each classroom for your review whenever you would like.

A quick overview of our disaster plan:

If there is to be a natural disaster while children are at the center, we will take cover in our tornado shelter locations within the building. If there is to be a threat of violence we will move away from all windows and door and seek immediate action from the police department. From there if needed we will move to our secondary location if needed which is located at Lakeland Community College. If we are to lose power while children are at the center, we will allow 30 minutes – 1 hour for the utilities to come back on. If they do not come back on, we will start calling parents to come and pick up their children as it is not safe or sanitary for children to remain in our care without heat, AC, or water.

If there is a serious incident, injury, or illness the following actions will be taken:

If an injury, incident, or illness occurs which requires immediate medical attention 911 will be called promptly to transport the child in which case a teacher or the administrator would ride with your child and stay until a parent/ guardian arrived to take over. If it is not serious enough to call 911 you will be contacted promptly to come pick up your child and take them to the hospital or doctors.

If any incident or injury were to occur while your child is at the center an incident/injury report will be filed. This report states what happened, how it happened, what was done to treat it, and requires a

signature of a parent/guardian, as well as teacher. This report is filled out any time your child is injured, or an incident occurs.

There is always one staff member present that has received trainings in First Aid/Communicable diseases and CPR.

Transporting Children

If there is an emergency your child will be transported via ambulance or parents will be responsible for picking the child up and taking them to the emergency room. Staff will not take responsibility for taking a child to the emergency room in their own vehicle. If you do not give permission to Beyond Our Dreams to transport your child, we will not enroll them in our facility as this does not allow us to help the child in an emergency situation.

When we attend field trips, we will only use bus transportation companies who have safe vehicles as maintained by the state's requirements. The same goes for routine field trips, we will only be using bus services to transport children.

Children will be accounted for at all times on field trips by maintaining a higher child to adult ratio with chaperones. While getting on the bus, off the bus and at specific times throughout the trip the chaperone or teachers are to do headcounts and call roll.

NO child will be taken on a trip without written consent from a parent or guardian. In addition, we will not take children on field trips who have shown they are not ready or able to this includes skills such as following directions and basic safety.

Outdoor Play:

The center will provide outdoor play each day for all children over the age of 18 months as long as the weather permits. We will not go outdoors if:

- Thunder storm or other related weather
- Temperatures above 95 degrees
- Temperatures below 25 degrees
- any situation deemed unsafe for the children (ex. environmental hazard)

If we cannot go outside. We will provide additional large muscle play in the gym or in each individual classroom.

Swimming Policy

All swimming sites will meet state and local guidelines for environmental health. When taking field trips to a pool, children under the age of 8 will not be permitted. Also, a lifeguard will be on duty for every 35 children in attendance. These children will be supervised at all times.

No children will be permitted to do water play activities without written consent from a parent or guardian regardless of pool depth.

Safety will be maintained while doing pool or water activities by ensuring a proper number of chaperones to actively water each group of children.

Napping/Resting:

We do require that children rest daily. This is vital to their abilities to cope and handle new situations and well as to process what is going on in their day. It is also important to allow them rest time (age appropriate) to get through the rest of the day without feeling fatigued.

Infant Care:

We do diaper checks a minimum of every two hours. We use a tablet system to log all diapers, bottles, naps, etc. We have two infant rooms: Lullaby Lane which caters to our younger infants age 2-10 months of age and The Growing Garden which caters to children ages 10-18 months. Parents will be given additional information as their child gets ready to enter each class that is more specific to them and their child's needs.

Toys from Home

We ask that you do not bring toys, money or any objects from home to the center. If your child does bring anything of this nature to school with them it will be put in their cub by to be taken home at the end of the day. We ask this for a few reasons: we don't want any choking hazards due to different age ranges and levels of toy appropriateness; we don't want any child to lose their toys from home, and we are not responsible for any damage or lost toys at the center. The only exception to this rule is for show and tell which allows the children (in specific classes) to bring in an object from home when the schedule calls for it. The teachers will notify of show and tell days.

Management of Illness:

Beyond Our Dreams Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home. Please also plan ahead and have a backup care plan in place if you are not able to take time off from work or school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature: of at least 100 degrees F when in combination with any other sign or symptom of illness.
- Diarrhea: 3 or more abnormally loose stools within a 24-hour period.
- Severe Cough: causing child to become red or blue or make a whooping sound.
- Difficulty or Rapid Breathing
- Redness of the eyes or purulent

- Skin lesions or rashes
- Evidence of lice, scabies, or other parasitic infestations
- Sore throat or difficulty swallowing
- Vomiting more than one time or when accompanied by another symptom.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parents will be notified. If a child does not feel well enough to participate in the center activities the parents will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

If your child displays any of these symptoms you will be notified to come and get your child. We ask that you be to the center within an hour of being contacted. If you cannot come get your child someone else needs to be called.

If a communicable disease has been brought to the center all parents will be notified within 24 hours of the occurrence. A sign will be posted on the front door to make everyone aware.

At Beyond Our Dreams Academy we do not administer medication, food supplements, or modified diets without written consent from your child's doctor. If medication is to be administered a form must be filled out by the doctor and all medication must be in their original container. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag with the exception of school age children requiring inhalers, they will be allowed to carry these items in their backpack as long as BODA staff is aware and it is out of the reach of other students. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in their book bag or cubby. If the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

What to send on your child's first day:

On your child's first day we ask that you bring a few items to leave at the center.

3 and up: Fitted crib shut for their cot, blanket/ pillow also for their cot, 1 a change of weather appropriate clothes, and anything that you feel they need on a daily basis.

18 months -3: Fitted crib sheet for their cots, blanket/pillow, at least 1 changes of weather appropriate clothes, anything needed for diaper changes (diapers and wipes, cream if you have a form filled out for the medication), and anything else they may need on a daily basis.

Infants 6 weeks - 18 months: Crib sheets and blanket for their crib or cot, diapers and wipes, a few changes of clothes based on your child's needs, one extra bottle of liquid formula in its prepackaged contain unopened or a bag of breast milk for the freezer (we require this so if there is an emergency we have one extra bottle in case), snacks that you would like to [eave in your child's cubby for snack times, an extra pacifier if your child uses one, anything else you think they may need.

Formal Assessments:

At this time we do not conduct assessments on our children of preschool age. We do not report them to any agencies at this time pursuant to ODJFS code 5101:2-17-02.

Center Parent information Required by OAC:

Center Parent Information The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review. A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center. The administrator and each employee of the center 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 of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence. The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review. The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online. It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers. Write or Call: Write or Call: HHS ODJFS Region V, Office of Civil Rights Bureau of Civil Rights 233 N. Michigan Ave, Ste. 240 30 E. Broad St., 37th Floor Chicago, IL 60601 Columbus, OH 43215-3414 (312) 886-2359 (voice) (614) 644-2703 (voice) (312) 353-5693 (TDD) 1-866-277-6353 (toll free) (312) 886-1807 (fax) (614) 752-6381 (fax) 1-866-221-6700 (TTY) or (614) 995-9961 For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.