



Tiny Giggles 1

LEARNING CENTER

1730 Lockbourne rd

#3/4 unit A

Columbus, Ohio

(614)564-9185

tiny_giggles@yahoo.com

This handbook contains information regarding the learning center's program. It is given upon your child's enrollment on to our program. It will answer most of the questions you may have about tiny giggles.

Philosophy and Goals

Welcome Parent/Guardian

We believe that quality in early childcare and education is a partnership between parents and providers. At Tiny giggles LLC, it is our mission to partner with parents, and to provide Infants, Toddlers and School age children with age and developmentally appropriate activities and materials in a safe, loving environment where they are free to explore and learn.

We offer a play-based program. We believe that at this developmental stage, it is not 'teachers' children need to help them learn, but loving, responsive relationships with caregivers, based on respect for the child and their family. At Tiny giggles LLC, your child will have the opportunity to explore and grow, create, and discover, build relationships with his/her peers, and become confident learners.

Thank you for choosing Tiny giggles LLC. As you know, in the first three years of your child's life, he/she will go through some incredible developmental stages. Observing an Infant's journey through these stages never ceases to amaze me. We're looking forward to joining you and your child's amazing journey and growth.



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Days and hours of operation

Tiny giggles is open year-round

- Restroom and or diaper changes, and hand washing

Monday–Friday 6am–7pm

The program is scheduled to be closed on the following

holidays:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

****NO ADJUSTMENTS WILL BE MADE IN THE WEEKLY TUITION DUE TO THESE CLOSINGS****

Basic Daily Schedule AM/PM

- Arrival and greeting, Hand washing
- Breakfast and Clean Up
- Restroom and or diaper changes, and hand washing
- Infants usually nap in the morning as well as in the afternoon
- Circle time (includes calendar, days of the week, songs, finger plays, story time etc)



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- Arts and Crafts or any other leaning activities
- Restroom and or diaper changes, and hand washing
- Outdoor play (weather permitting) or large muscle activity
- Hand Washing
- Lunch, clean up, restroom and or diaper changes and hand washing
- Nap Time
- Restroom and hand washing or diaper changes and hand washing
- Snack and handwashing
- Free Play (limit centers)
- Dinner
- Quiet time on cots and mats
- Parents arrive to pick up children

** Note sometimes are subject to change

Child Care Ratio

Age of Child

Childcare staff/child ratio

<u>Infants (birth and under 12 months)</u>	<u>1 to 5 or 2 to 12 in the same room</u>
<u>Infants (12 months and under 18 months)</u>	<u>1 to 6</u>
<u>Toddlers (18 months and under 2 ½ years)</u>	<u>1 to 7</u>



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<u>Toddlers (2 ½ years and under 3 years)</u>	<u>1 to 8</u>
<u>Preschool – three years</u>	<u>1 to 12</u>
<u>Preschool – four and five years of age</u>	<u>1 to 14</u>
<u>School age – kindergarten to 11</u>	<u>1 to 18</u>
<u>School age – 11 years through 14 years</u>	<u>1 to 20</u>

Provided Meals

Tiny giggles provides a balanced and varied diet that meets requirements of the USDA food programs as well as state licensing requirements. For this reason, we will not allow any OUTSIDE FOOD OR SNACKS into the facility. The weekly menus will be posted on the parent board by the entrance door.

Meals will be served as follows:

8:00am–8:45am Breakfast

11:00am–12:00pm lunch

3:15pm–3:30pm Pm Snack

6:00pm–6:45pm Dinner

Outdoor play

The state requires that we include outdoor play as part of our learning environment. Children are healthier when they can get fresh air daily. We all know how unpredictable Ohio weather can be so for that reason we will limit the amount of outside time when temperatures (wind chill and heat index factor) drop below 25 degrees or rise above 90 degrees. If the situation arises, we will adjust our outside times. If it rains or there is threatening weather, ozone warnings, etc. outdoor time will not be provided. We will however include activities inside children will still be able



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to use those gross motor skills. We would also ask that you dress your child appropriately for the weather.

Parent involvement

I expect parents to be partners in their children's care and encourage parents to volunteer for field trips, activities, birthday parties etc. whenever possible.

I know parents are busy, and it is difficult to always find time to talk, but daily communication helps me to better meet your needs and the needs of your child.

I meet individually with parents on a regular basis to discuss their child's progress, share observations and work together to set individual goals and objectives for each child.

Payment/Fees/Tuition

Families paying private pay rate will be required to make payments every Friday for the upcoming week that childcare will be provided. If payment is delinquent, a \$5.00 daily fee will be added for each day your account is delinquent. No service will be provided after a 5-day period which the payment is late. A full-time rate is required when your child has attended childcare for 25 hours per week regardless of any sick days. If you have applied for subsidized fee of \$50.00 per week per family. If fees are not paid in a timely manner, your child will be disenrolled, and all fees will need to be paid before reenrollment.

Breastfeeding

If you are breastfeeding and would like a private place to either feed your child or pump, this can be done privately in my office behind closed doors.

Center Policies and Procedures



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Enrollment

Tiny Giggles will not charge an application fee. Parents will receive an enrollment packet at the end of the tour. All paperwork is required for admission to be reviewed. Your child will be enrolled in the program only after it has been confirmed that we have space available, and the required paperwork has been received. This includes basic enrollment and health information and the child's medical statement signed by the physician or certified nurse practitioner, and all food program paperwork. Any changes to this information should be reported immediately so we are continued up to date on children's files.

If illness or other emergencies arrive during childcare hours, we will contact immediately.

In accordance with the department of job and family service state licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below, unless with written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious risk to the other children in care.

Should your child have signs or symptoms requiring isolation from other children, he/she will be isolated but visually supervised until parent/guardian or authorized person arrives to pick up the ill child. There can be no exceptions because illness spreads quickly among children. Please plan for pick up if your child is sick. Please respect the center's decision to have your child picked in a timely fashion.

Immunizations

For the safety of all children and staff, all children must have their up to date vaccinations. A child MAY be exempt from the immunization requirement for religious reasons upon filing a written request with the center, and for medical reasons upon filing a request signed by a licensed physician.



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- the process of getting the shot records should be done within the first 30 days of care.

Attendance

Arrival

Upon arrival every child will have their temperature read and anybody with a temperature of 100 degrees will be asked to leave and cannot stay. Please remind your child to go to the restroom and wash their hands. Please inform the teacher of any pertinent information about your child. Infant/Toddler parents will be required to fill out the child's daily form regarding the child's last feeding and diaper change. Parents are required to label their own child's bottle with names and dates for the current day.

Departure

Parents will be greeted by the child's teacher and given a daily sheet also the teacher will give you a brief description of your child's day. On Friday blankets will be sent home with children to be washed and returned on Monday unless the family has weekend care. If your child has any type of soiled clothes, the teacher will provide you with those items in a bag. Please check your child's cubby and mailbox daily.

Absent Day

Publicly funded childcare parents are entitled to 20 absent days per child's every 6 months that will be paid by the state. If the parent exceeds 20 absent days within 6 months period, the parent then will be charged for any other absent days until the new 6 months period begins.

Non-Public funded

If your child is absent two weeks without notice to the center your child will be disenrolled and could permanently lose their spot.



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Releasing children to someone other than the parent

Children Will be allowed to be released to other family members, friends etc. The person must provide the center with a valid ID. The 1st Pick up the parent or guardian must call to confirm that your child/children will be picked up by someone else and you **MUST** provide us with a full name of the person picking up. After the 1st pick up the person will be allowed to pick up the child. If there is ever an issue and you call to remove this person off the child's pick-up list for any reason this person will not be allowed to pick up the child again. See custody agreements for parents

Releasing children according to custody agreement

We at Tiny Giggles' childcare do recognizes the importance of both parents in a child's life. We will provide service to both parents of an enrolled child, thereby complying with the legal rights of each parent to be involved in our program. Court ordered visitations schedules, and/or restraining orders will be enforced. Please provide the administrator with the custody papers. We will not take sides during custody disagreement also once a parent provides the center with an order of protection unfortunately that parent will no longer be able to pick child up without written consent.

Children arriving from another program

If your child will be arriving from another program, please inform the staff so they are aware and be on the lookout when needed, please make sure you give as much information and time frame as you can, also please inform the program if you child will be absent that day and will not be arriving from the other program. In the event your child does not arrive by the arranged time from the other program you would be contacted immediately.



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Supervision and child guidance

1. No child shall be left alone unsupervised. All children will be visible supervised by staff members, including nap time. If a child becomes ill, they will be isolated in a section of the room not being used. But always within sight and hearing of the staff.
2. The school agers will be allowed to run errands inside of the center. They can
3. use the restroom.
4. If your child is suspended from school your child will not be able to attend childcare during normal school hours
5. If your child is removed from the program due to any behavior issues. Staff members and the parent will set up a meeting to address any issues and concerns, so we both come up with an agreement on what methods to transition the child back into the program.
6. Tiny Giggles will make sure all parents or guardians of the children enrolled receive a copy of the safety policy.
7. Staff members will always take a name to face attendance during any type of transitioning.

Provided Food

Parents are to provide all formulas for infants, we require 3/4 premade bottles for your child's consumption. ****Please DO NOT put anything else in the child bottle but formula****

Parent will provide infant food, infant snacks, and any other baby approved items that you would like for your child to have. **NO OUTSIDE FOOD WILL BE ALLOWED.** Due to required nutritional guidelines. Menus will be posted in the entrance main lobby by the front door. For any special diets or allergies and even religious reasons the program



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will require written and signed instructions. Unfortunately, if you do not provide food for your infant child we will require food is dropped off or the child would need to be picked up. Children who eat solid food will be provided their meals by the center.

Management of illness

Tiny Giggles provides children with a clean and healthy environment; however, we realize that children do become ill from time to time. We observe all children as they enter the system and now due to covid every child will have their temperature taken before they are allowed into the classroom around their peers. Children must wash their hands once they arrive to the center and throughout the day, the child must also wash their hand upon departure. ****WE ASK THAT YOU NOT BRING A SICK CHILD INTO THE CENTER)** they will be sent home immediately

*****If any individual had had any known contact with someone with a confirmed case of COVID-19, prior to returning to the center he or she must complete isolation or quarantine procedures of COVID-19 in coordination with the local health department*****

- Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.
- Diarrhea (three or more abnormally loose stools within a twenty-four-hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.



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Any ill child can return to the center 24hrs without fever without use of any medication or the required incubation period which every comes first

The parent/guardian will be notified immediately, and the child needs to be picked up as soon as possible, not to exceed an hour.

All parents will be notified if a child has been diagnosed with any communicable disease by posting and communication from staff, we will also make parents aware of what symptoms they should look for in their child.

Emergency, serious illness or injury

Tiny Giggles have devised several procedures to follow in any event of an emergency that could occur. In the event of a fire or tornado, staff members will follow written instructions posted in the center. Describing our evacuation routes and the procedures to be followed to assure that all children arrive to the designated spot safe. Staff will always have children's emergency contact information which will allow us contact information for each child enrolled. Attendance chart, name to face count. The center will conduct monthly evacuation drills for fire, and tornado which will be logged and posted in the center.

Should we need to evacuate due to fire, weather conditions, or the loss of power, heat or water, our emergency destination for *Tiny giggles LLC* will be in front of the tiny giggles sign at 1730 lockbourne rd unit A in front of the tiny giggles sign. The sign will be posted on the main entrance door just in case phone service goes down and we have no way to contact parents please check into available staff to retrieve your child. If a child's parent cannot be reached, we will contact the next available emergency contact person. So please make sure our records are always updated.



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All staff have received training in first aid, and CPR, communicable disease for the safety of the children in our care. In case of a minor accident/injury or illness, the staff member will administer basic first aid. If the injury or illness is severe or life threatening, the EMS will be contacted, the parent/guardian will be notified that their child was involved in an incident and is being transferred to the local hospital and provided all available emergency information. As will all accidents/injuries, an incident report will be written by staff member in care of the child, the incident will be signed by staff member. A copy of this report will be sent with person picking up child, placed in child's folder, and uploaded to ODJFS through OCLQS within 24hrs of the incident.

In case of threat of violence, natural disaster, and the event of a serious incident injury or illness, all children will be moved to the safest location in the center library area, kitchen area, or the infant room behind closed doors with no windows. 911 will be contacted and instructions will be issued as soon as possible, and incidents will be completed for all parents and a copy will be sent to ODJFS.

Administration of medication

Staff members may administer medication once they have been trained in usage and dosage for the child. Only after parent have completed a request for the administration of medication form on file. All medication **must** be handed directly to the childcare staff member. Medications cannot be left in a child's bookbag or cubby space. All medication will be stored in a designated area inaccessible to children. Medication requiring refrigeration will be stored in a labeled bin designated for medication only. All medications must be in their original container and administered in accordance with instructions on the label. This includes prescription medicines as well as over-the-counter medicines. First dosage of medication must be given at home prior to coming to the program. A physician must provide written instructions on the request for the administration of medication form.



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Over the counter medicine will not be administered for more than 3 consecutive days without written consent and instructions from the doctor/physician. Parents must also complete a request for the administration of medication form for topical ointments, creams, or lotions (includes sunscreen)

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this issue.

If a parent would like for their **school age child** to carry their own medication a JFS01236/ or JFS01217 form will need to be completed.

Transportation for trips or emergencies

****At this time Tiny Giggles will not be providing any form of transportation for any fieldtrips**** In case of a serious emergency EMS will be contacted to transport child to local hospital parent will be notified as soon as possible

Water activities

Unfortunately, due to covid 19 Tiny Giggles will not provide any water activities or swimming

Infant Care

We will allow infants to sit safely and comfortably, crawl, toddle, walk and play according to the infant's stage of development. We provide each non crawling infant the opportunity for tummy time each day away from the older infants. A daily written record for each infant that is provided to each parent or person picking up child and the end of each day. If you would like to come into the center and nurse your child, you would be provided a private quiet area.

Diapering Our policy is to check each child every 2hrs, or whenever visible soiled. Diapers and clothing (if needed) will be changed immediately when wet or soiled. soiled clothing will be sent home every evening with a parent.



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Toilet training shall occur based on a child readiness and consultation with parents/guardian. We will never force potty training.

Napping and resting we encourage the children to rest their minds and bodies by providing a naptime according to the developmental needs of each child. We will provide each child with a clean disinfected/sanitized cot/mat. We require that you provide your child with their own labeled blanket. The blanket will be sent home every Friday to be washed and returned. Unless your child has an accident while napping the blanket will be sent home immediately. It is not required that your child sleeps, your child will have the option to sit quietly on their cot. Provided with a book or quiet activity while the other children nap.

Evening and overnight care Tiny Giggles provides evening care but will not provide overnight care at this time. If your child attends the center for evening care your child will be provided dinner and at 6:00pm and will be rested on their cot until 10:00 pm or pick up whichever comes first. Children 18 months or older will be provided a cot, all infants will sleep in their assigned crib.

Closing due to weather emergency closing on rare occasions, it may be necessary to close the center due to inclement weather. Natural or man-made and will be declared closed by center owner if these conditions could affect staff to child ratio. If these circumstances shall arrive you will receive a phone call from staff members after the decision is made. If the program is open and needs to close due to an emergency condition parents will be contacted.

Disenrollment Failure to bring in updated medical statement will result in a child being disenrolled until a current medical statement is brought into the office to be filed. The enrollment spot will be held for two weeks only. If a child is just not a good fit for the center the child will receive a two week notice of termination.

Conflict resolution policy if there is ever a problem that occurs, please do not hesitate to contact your child's teacher, if that doesn't fix the issue, please contact the administrator, and if at this time the issue has not been resolved do not hesitate to



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contact the owner of the center Lwanna Johnson . We want to make sure we are all on the same page when it comes to caring for each child.

Emergency transportation policy We will not allow a child to enroll into the center if we do not have permission to transport in case of an emergency. We take health and safety of each child very serious and every second counts when it comes to a child's wellbeing and safety, we need permission for EMS to always transport

Formal Child assessment policy Tiny Giggles will provide each child with assessments on their first week of enrollment and once a month after. Parents will be provided monthly updates on your child's assessments so that we are working as a team to meet each child's needed milestones. At this time this information will not be reported to ODJFS, just for the center's records.

Thank You

Tiny giggles LLC