



# CHILDMINDERS

Welcome to Lakeland Community College. Childminders is a non licensed child day care program in which the director determines, that at least one parent, custodian, or guardian of each child is on the premises of the facility offering child day care and is readily accessible at all times.

## **HOURS OF OPERATION**

- Monday – Thursday from 7:45a.m. – 8:30 p.m.
- Fridays from 7:45a.m. – 1:00 p.m.

**You must call ahead to make sure staff and space is available for hours other than your regularly scheduled time.**

## **SUMMER HOURS OF OPERATION**

- Monday – Friday from 7:45 a.m. – 1:00 p.m.
- Children 2 years 6 months - 10 years of age can attend all hours of operation.

## **ENROLLMENT & REGISTRATION**

The center is for *Lakeland students only*. **The parent must be on campus at all times.**

Children 2 years 6 months – 6 years of age can attend all hours of operation. Children 7 – 10 years of age can attend after 3:30 p.m.weekdays. Children must be 2 years 6 months one (1) week before the start of each semester. Children can be in the center for four (4) hours and then they must take a break for a minimum of 30 minutes.

## **TUITION & FEES**

- There is a **\$7.00 registration fee due each semester per child**. This fee is due at the time of registration.
- There is an **hourly rate of \$2.50 an hour per child**.

## **TELEPHONE NUMBERS**

Childminders telephone numbers are:

Receptionist	(440)-525-7500*
Coordinator	(440)-525-7010*
Preschool/School age classroom	(440)-525-7347*
Small Wonders (Toddler) classroom	(440)-525-7635*
Fax:	(440)-525-7637

**\*Have 24 hour voicemail**

## **CENTER STAFF**

Childminders is staffed by a coordinator, teaching staff and student workers. Staffing for the center is based on the number of children registered per hour and the ages of the children enrolled.

### **Center Coordinator**

### **Small Wonders (2 yrs. 6 mo. – 4 yrs.)**

### **Preschool (4yrs. – 6 yrs.)**

### **Nighttime**

### **Daytime Secretary/Office Assistant**

- Mrs. Mary Morano
- Ms. Teresa (Terri) Paul
- Mrs. Patricia (Pat) Osredkar
- Mrs. Mary Morano
- Mrs. Deborah (Debbie) Smith
- Mrs. Debra (Debbie) Larson
- Mrs. Renee Webster
- Ms. Robin Ray

## **ARRIVAL & DEPARTURE**

Parents are required to accompany their child into the center classroom and sign them in. The same is true at pick up time. Children will only be released to the parent who registers the child. The parent may designate someone else to pick up their child by completing a permission slip. Childminders will not grant permission by telephone. It is absolutely essential that parents notify the center each time there is to be another arrangement. **A written permission form must be completed prior to the child being picked up by someone else. NO EXCEPTIONS**

## **SECURITY**

Each semester, parents are given an entry code that enables them to enter the secured facility. All other visitors must use the intercom and will be screened by the front desk receptionist as to the purpose of their visit.

- **Do not give your code out to anyone.**
- **Do not let the children use the handicap button.**
- **Do not allow your child to enter your code. We are trying to maintain security for all the children in our care.**
- **Do not allow anyone to come in behind you.**

## **PARKING**

Upon completion of a parking permit application, you will receive a hang tag for your mirror. This must be displayed to park near the entrance to drop off and pick up your child. Childminders is not responsible for cars illegally parked. Parking tickets received are issued by a legally constituted police force under Ohio Law.

## **MEALS & SNACKS**

### **CHILDMINDERS IS A NUT-FREE ENVIRONMENT**

**Please check all items prior to sending if they contain nuts or are made in factory with nut products. These food items will be returned in the lunch box with a note.**

Children in attendance in Childminders at 12:00 noon will be served a lunch which is provided **by the parents**. Items cannot be heated in the center's microwave by the staff. The Health Department does not allow anyone in our kitchen other than staff. If you take your children out to lunch there is a microwave in the lobby.

Please cut your child's food into small portions to prevent the child from choking. Please do not send with you child any popcorn, gum, hard candy, peanuts, or carrots. If these food items are sent they will be returned unopened.

Childminders will provide a snack to children who are in attendance at 10:00 a.m., 2:00 p.m. and 7:00 p.m. The staff must be informed of any food, which a child cannot eat for religious or medical reasons.

Parents bringing treats for the center should have the food prepared by a store or restaurant approved and inspected by the county health department. Institutional outbreaks of gastrointestinal illnesses have been linked to homemade food that was not prepared properly.

## **ABSENCES**

Parents are encouraged to call the center if their child will be absent from school. You may call the classroom directly or the front desk receptionist and the message will be conveyed to the classroom.

- **If your child doesn't attend within the first week, they will be removed from the roster. Also, if the child is not ill and you choose not to bring them four times without notification, they will be removed from the roster so those on the waiting list may use the center.**

## **HEALTH RULES & POLICY**

Parents should check their child for signs of communicable disease before sending him/her to school. The staff will observe each child daily before he/she enters the group. A child will not be admitted if signs of illness or disease are evident. Included will be recognition of the following signs of illness:

- Temperature of 100 degrees taken auxiliary method when in combination with any other sign of illness.
- Skin rash; untreated infected skin patches.
- Diarrhea and/or vomiting two or more times in the same day.
- Evidence of lice infestation.
- Severe coughing, sore throat.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Conjunctivitis.
- Unusually dark urine and/or gray stool.
- Stiff neck.

Any child who is suspected of having a communicable disease or showing signs of symptoms of illness will be isolated. Childminders will not keep actively sick children in the classroom. Children who become ill during the day will be discharged to the care of his/her parent. Parents are encouraged to have alternative child care prior to needing it. Children who have been absent from school for illness may return when they are not longer contagious. The child must be with out a fever or vomiting for 24 hours before returning. If a child has been excluded from the center for any contagious illness, a written statement from the physician may also be requested to verify that the child has been treated, and is no longer contagious and may return to the center.

**An information fact sheet may be posted near each classroom door to notify the parents when their child has been exposed to a communicable disease.** The center has neither the facilities nor staffing to care for even mildly ill children. Examples of communicable diseases:

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| <ul style="list-style-type: none"><li>• <b>Chicken Pox</b></li><li>• <b>Strep Throat</b></li><li>• <b>Conjunctivitis (Pink eye)</b></li><li>• <b>Croup</b></li><li>• <b>Fifth Disease</b></li><li>• <b>Hand, foot &amp; mouth</b></li><li>• <b>Impetigo</b></li><li>• <b>RSV</b></li><li>• <b>Thrush</b></li><li>• <b>Pinworms</b></li><li>• <b>Ringworms</b></li></ul> |
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- **IF THE CHILD IS CONSIDERED TOO ILL TO GO OUTSIDE, THE CHILD IS TOO ILL TO BE AT THE CENTER.**

## **OUTDOOR PLAY**

The outdoor playtime provides children with additional opportunities to talk with their friends, laugh, and sing outdoors with less restraint than in the classroom. All children should attend school prepared for outdoor fresh air each day. This includes wearing coats, scarves, hats, mittens, snow pants, and boots when appropriate. The children will go outside if the temperature or chill factor is 25 degrees Fahrenheit or above.

- **PLEASE LABEL ALL CLOTHING ITEMS**
- **PLEASE PUT THE CHILD'S NAME ON THE INSIDE OF ALL COATS**

## **CLOTHING**

Comfortable, washable, self managing play clothing permits children to participate in all school activities, without undue concern for spills, rips, tears and accidents. Pants and shorts are less dangerous than dresses for jumping and climbing. If the child is wearing a dress they must wear shorts underneath.


- **The center also requires the children wear tennis shoes. NO OPENED TOED OR DRESS SHOES.**
- **The center does not always allow for reminders and consistency in toileting. Your child must be able to stay dry for at least 2 hours at a time.**

Small Wonders (2 yrs.6months - 4 yrs.) will go as a group to the toilet at 10:00 a.m., 12:00 p.m., 2:00 p.m., 4:00 p.m., 6:00 p.m., and 8:00 p.m.


## **SMALL WONDERS** (2 years 6 months - 4 years old)

- No belts
- Pants that can be pulled down easily. (Elastic waist are the best)
- No bib overalls

An extra complete change of clothing, including underwear and socks is to remain at the center for each child. Please place the change of clothing in a large zip lock baggie with the child's name and label each individual piece of clothing with the child's name.



### **SUPPLIES NEEDED**



**Small Wonders:**

- Large container of wipes
- One unopened package of pull-ups

**Pull-ups must be with Velcro strips**

**All Children:**

- One box of tissue
- Clean plastic grocery bags
- Extra change of clothing: underwear (pull-ups), socks, shirt and pants, and shoes.

**PLEASE LABEL ALL CLOTHING**

## **TOYS FROM HOME**

Toys should be limited to security items from home to bridge the gap between the home and the center. A blanket, pillow, soft toy, or a piece of clothing can comfort a child who experiences separation anxiety. These items are usually needed for two or three weeks. Other items, such as Barbie, GI Joe, ect. Limit the play experience and interfere with group play.



**THE STAFF LOOKS FORWARD TO WORKING WITH YOUR CHILD / CHILDREN DURING  
THE TIME THEY WILL BE WITH US.**