

Tipp City Enrichment Program



Parent Handbook Policies and Procedures

Phone Number
(937) 667-8800

Fax Number
(937) 667-8802

Email:
tcep@zoomtown.com

Web Site
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 – Martha Weaver
Administrative Assistant – Cindy Grisham
Program Coordinator – Melissa Price



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,
Martha Weaver
Martha Weaver
Director



Mission Statement

Tipp City Enrichment Program was developed and designed for:

- 1) Pre-kindergarten children, who will be age eligible for kindergarten the next school year & kindergarten students, 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 1st thru 6th 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.*

Vision Statement

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.

Programs.....

Pre-Kindergarten Enrichment

Our Pre-K Program is open to preschoolers, residing in Tipp City and Monroe Township, ages 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 5th birthday before August 1st.

Our Pre-K Program will run part-time 2½ 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.

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

Pre-Kindergarten PT/FT Class Schedule

9:00	Students Arrive	11:30-12:00	FT Students Go To Lunch
9:00-9:30	Greet & Meet/Free Play	12:00-12:30	Free Play
9:30-9:40	Clean-Up	12:30-1:30	Teacher Guided Hands On Activities
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		
11:20-11:30	PT Students Go Home		

Lunch:

Preschoolers who are staying all day will eat lunch in the school cafeteria each day.

- Your child will be able to purchase a \$10.00 lunch ticket from the TCEP office good for five hot lunches.
- 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.**

Kindergarten Enrichment Program

Our Kindergarten Program is open to kindergarten-age children of families residing in Tipp City and Monroe Township. This program will run 3 ½ hours per day, Monday thru Friday during the school year. This program will not be in session during Christmas break or Spring break, therefore if your child is **ONLY** enrolled in Kindergarten Enrichment, no tuition will be due for these weeks.

The program is designed to compliment the local Kindergarten curriculum by augmenting the same concepts your child is learning in the Kindergarten classroom. Our program offers an environment of discovery where your child can learn to become more independent.

Example of Daily Schedule

Kindergarten Class Schedule

Morning:

8:45-9:00	Students Arrive
9:00-9:30	Learning Centers
9:30-10:00	Circle Time
10:00-10:20	Restroom/Snack
10:20-10:50	Lesson/Activity
10:50-11:10	Recess
11:10-11:30	Story Time
11:30-12:00	Lunch
12:00-12:20	Free Time
12:20-12:30	Pack Bags/Go to Class

Afternoon:

11:45-12:00	Students Arrive
12:00-12:30	Learning Centers
12:30-1:00	Lunch
1:00-1:20	Recess
1:20-1:30	Restroom Break
1:30-2:00	Circle Time
2:00-2:40	Lesson/Activity
2:40-3:00	Wash Hands/Snack
3:00-3:10	Story Time
3:10-3:30	Pack Bags/Go Home

Lunch Accounts

Children enrolled in the Kindergarten Enrichment Program will eat lunch in the school cafeteria each day.

- Your child will be able to set up a lunch account in the cafeteria at Broadway Elementary School (*please make checks payable to Broadway Elementary School*)
- Children may also bring a packed lunch.



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 Kindergarten through 6th 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 th Grade students leave
8:30	LT Ball students leave
8:45	Nevin Coppock students leave
	Broadway students walk to class

After School Program

3:05	6 th grade students arrive
3:25	Broadway students arrive
3:30	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 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 elementary school-age children of families residing in Tipp City or Monroe Township. *The Summer Program is open to children who have attended Kindergarten in the previous school year through 6th grade. Once a child has passed 6th grade, they are considered 7th graders and are no longer eligible for the program.*

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 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.

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 4th, 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.

Inclement Weather School Closings

On snow days, Tipp City Enrichment Program will operate normal hours from 6:00am to 6:00pm. 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 will be CANCELLED
- **1 or 2 Hour Tipp City School Delay:**
 - Pre-K Enrichment will attend 10:00am – 3:00pm (1 hour delay)
 - Pre-K Enrichment will attend 11:00am – 3:00pm (2 hour delay)
- **2 Hour Early Dismissal**
 - Pre-K Enrichment will attend 9:00am – 1:00pm

Kindergarten Enrichment:

- **Tipp City Schools CLOSED**
 - AM & PM Kindergarten Enrichment will be CANCELLED
- **2 Hour Tipp City School Delay:**
 - AM Kindergarten Enrichment will attend 11:00am to 12:50pm
 - PM Kindergarten Enrichment will attend 1:40pm to 3:30pm
- **2 Hour Early Dismissal**
 - AM Kindergarten Enrichment will attend 9:00am to 10:50am
 - PM Kindergarten Enrichment will attend 11:40am to 1:30pm

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 or money order.

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 Kindergarten Enrichment, or the Pre-Kindergarten Program, the “free days” do not apply. Christmas & Spring breaks will be no charge due to Pre-K & 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 6:00 pm, please 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:

- \$5.00 per hour or \$25.00 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 & K-Enrichment: 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).
- 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.
- *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.*

Transportation:

- School transportation is used to transport the children to and from Nevin Coppock, LT Ball and the Middle School 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 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.

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 Safety Plan Policy:

- 1) Children are never left unattended or unsupervised.
- 2) Head count sheets keep staff accountable as to the number of children present every half hour.
- 3) Parent will be able to reach us by phone at all times.
- 4) Children must be signed in/out by parents or authorized person each day.
- 5) Fire/Tornado evacuation plans are posted in each room that is utilized for the program.
- 6) Fire and Tornado drills are conducted monthly to practice evacuation procedures.
- 7) At least one staff person with current valid trainings in First Aid, Management of Communicable Disease, Child Abuse Recognition and CPR will be available at all times as required by rule 5101:2-12-27.
- 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.

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.

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.



Emergency

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 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 maximum group size: 72

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

Pre-Kindergarten Enrichment

Part-time 2 ½ hrs/M-F	\$45.00/wk
Full-time 6 hrs/M-F	\$108.00/wk

Kindergarten Enrichment

3 ½ hrs/day: AM & PM	\$65.00/wk
----------------------	------------

Combined Programs:

Kindergarten Enrichment & one Session of Extended Day AM or PM	\$105.00/wk
--	-------------

Combined Programs:

Kindergarten Enrichment & both Sessions of Extended Day AM & PM	\$130.00/wk
---	-------------

	Part-Time Rate (2-3 Days)	Full -Time Rate (4-5 Days)
<u>Extended Day Program:</u>		
AM Session ONLY 6am – 8:45am	\$24.00/wk	\$40.00/wk
PM Session ONLY: 3:30pm – 6pm	\$24.00/wk	\$40.00/wk
Both Before & After School	\$48.00/wk	\$80.00/wk
Drop-In:	\$5.00/Hr	\$25.00/Day Max
Summer Program:	\$25.00/Day	\$125/Week
\$50.00 (School Year) & \$25.00 (Summer) Non-Refundable Registration Fees		

