



5939 Deerfield Blvd Suite 104  
Mason, OH 45040  
513-204-3482  
FAX 513-204-6048  
[www.skidaddles.com](http://www.skidaddles.com)  
masoninfo@skidaddles.com

**Parent Handbook Release:**

The undersigned (“you”), and each child designated on the registration form (your “child”), along with each of your respective successors and assigns, hereby waive and release all rights, causes of action and claims against Skidaddles of Mason Inc., an Ohio corporation, its officers, directors, agents, representatives and employees (collectively, “Skidaddles”), for any loss, expense, damage or injury suffered by your child during the time your child is participating in Skidaddles’ childcare services including, without limitation, the negligence of Skidaddles, but excluding Skidaddles’ gross negligence and intentional or wanton misconduct. You further agree to indemnify, defend and hold Skidaddles harmless from any expense that may be incurred in connection with your child participating in Skidaddles’ childcare services.

You understand that the provision of child care contains risk of injury to persons and damage to property, and that by signing this release you engage Skidaddles to provide temporary childcare for your children at your own risk. You understand that as a parent or legal guardian of your child, you shall retain responsibility for medical care and related expenses and for medical and hospitalization insurance.

This agreement is intended to be a legally binding document. By signing this agreement, you agree that: (1) you have had the right and ample opportunity to retain independent legal counsel to review this agreement; (2) that you have not relied upon any promises or statements made by Skidaddles or its employees other than those contained in written information supplied to you by Skidaddles; (3) you have been given an opportunity to inspect the premises of Skidaddles and to make your own independent judgment on whether it is safe and satisfactory for your child; and (4) you have been given the opportunity to ask questions and obtain answers to your personal satisfaction regarding any and all aspects of Skidaddles and this agreement.

You have read the above carefully and fully understand the content and consequences of this agreement and agree to abide by and be bound by the terms of this agreement. You understand this agreement will be kept on file at Skidaddles and will continue in effect for any time your child is participating in Skidaddles’ childcare services.

Pictures taken of your children while participating at Skidaddles may be used in advertising materials. No compensation will be paid for this use.

I acknowledge that I have received a copy of the parent handbook for Skidaddles and have had the policies reviewed with me. I agree to follow all policies outlined within.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

**Hours of Operation:**

Monday-Friday: 6:30 a.m. – 7:30 p.m.

Saturday: Once a month from 5pm to 10pm

Sunday: Call for Information on Birthday Parties

Skidaddles will be closed for holidays throughout the year. Yearly closure schedules are available upon request, or you can visit our website at [www.skidaddles.com](http://www.skidaddles.com).

**Rates:**

Our rates are \$16.50 an hour for one child under 24 months of age, \$13.50 an hour for one child over 24 months of age, an additional \$6 an hour for the second child, and \$3 for each additional child. Full time rates are available. Payment is due at the end of service. Our tax ID number is available upon request.

**Philosophy/Goals:**

Skidaddles is a drop-in child care center for children 12 months up to 12 years of age. We solve all childcare issues for parents with our flexible and convenient care that is both fun and educational! Skidaddles was created by busy parents for busy parents to be the solution for part-time care. Our mission is to provide a safe and secure environment, where kids can have fun learning and playing and parents can feel at ease knowing their children are in exceptional care.

**License:**

Skidaddles is licensed by the Ohio Department of Job and Family Services and abides by all rules and regulations outlined by the state. Please take the time to read the attachment at the end of the handbook.

**Admitting and Releasing Children:**

Skidaddles must have a completed enrollment form and a signed statement of our policies and procedures for enrollment. Once registered, a completed Medical Statement is required. Children enrolled at Skidaddles that attend kindergarten and above do not have to submit a Medical Statement. The form provided by the state of Ohio can be picked up at the center, found on our website or requested to be sent via email. The Medical Statement expires 12 months after the date of the medical examination. Children that do not have certain immunizations due to medical reasons or cultural beliefs will be accepted with a signature by the doctor (on the Medical Statement) allowing them to participate in group care. There is an annual enrollment fee of \$95 per family. It is due on the first visit and is non-refundable. Families can register as non-members without paying the registration fee for their first visit.

**Staff/Child Ratios:**

Staff to Children	Maximum Group Size	Category	Ages of Children
1:6	6	Infant	12 months to 2 years
1:7	13	Toddlers	18 months – 30 months
1:8	16	Early Preschoolers	30 months – 36 months
1:12	24	Preschoolers	3 years – 4 years
1:14	28	Preschoolers	5 years until age eligible for kindergarten
1:18	36	School Age	Age eligible for kindergarten to 11 years

**Daily Schedules:** Schedules are approximate and subject to change.

Busy Bee's Classroom Schedule	Early Preschool Schedule	Preschool/School Age Schedule
7:00-8:30 Greeting of Parent and Children, Table Top Activities	7:00-8:30 Greeting of Parent and Children, Table Top Activities	7:00-8:30 Greeting of Parent and Children, Table Top Activities
8:30-9:00 Interest Centers/Lesson Plan Play/Diapers	8:30-9:00 Circle Time	8:30-9:00 Circle Time
9:00-9:30 Circle Time	9:00-9:45 Morning Snack/Routine Care	9:00-9:45 Morning Snack/Routine Care
9:30-10:15 Art/Sensory Play	9:45-10:45 Interest Centers/Preschool Time	9:45-10:15 Interest Centers
10:15-10:45 Outdoor Play/Large Motor	10:45-11:15 Outdoor/Large Motor	10:15-11:00 Creative Movement/ Music
10:45-11:15 Routine Care	11:15-11:45 End of Day Circle Time/Table Activities	11:00-11:30 Routine Care
11:15-11:30 Creative Movement and Music	11:45-12:15 Lunch Preparation/Clean Up	11:30-11:45 Outdoor Play/Large Motor
11:30-12:00 Lunch Time and Clean Up	12:15-12:30 Transition Time	11:45-12:15 Lunch/Clean Up
12:00-12:15 Story Time	12:30-1:00 Circle Time	12:15-12:30 Rest Time Preparation Routine Care
12:15-12:30 Rest Time Prep/ Routine Care	1:00-1:45 Interest Centers/Preschool Time	12:30-2:30 Rest Time
12:30-2:30 Rest Time	1:45-2:15 Outdoor Play/ Large Motor	1:00-2:30 Quiet Learning Centers for those who do not rest
2:30-3:00 Routine Care/Clean Up Rest Time	2:15-2:30 Routine Care	2:30-2:45 Clean Up Rest Time
3:00-3:15 Snack Time	2:30-3:00 Afternoon Snack	2:45-3:15 Routine Care/Snack Time
	3:00-3:30 End of Day Circle Time/Table Activities	

3:15-4:00 Outdoor Play/Large Motor 4:00-4:30 Routine Care 4:30-5:00 Songs and Stories 5:00-5:45 Art/Sensory Play 5:15-5:30 Large Motor Play 5:30-6:00 Routine Care 6:00-6:30 Story Time 6:30-6:45 Dinner 6:45-7:15 Interest Centers 7:15-8:00 Creative Movement/ Music 8:00-8:15 Routine Care 8:15-Close Greet Parents/ Departing Children/Quiet Activities	3:30-4:00 Transition Time 4:00-5:00 Free Choice 5:00-5:15 Routine Care 5:15-5:30 Crazy Art 5:30-6:15 Interest Centers 6:30-7:00Dinner/Clean up 7:00-7:45 Enrichment Activities 7:45-8:15 Creative Movement 8:15-8:30 Routine Care/Snack 8:30-Close Greet Parents/Departing Children/Quiet Activities	4:00-4:45 Outdoor Play/Large Motor 4:45-5:15 Circle Time/Literacy Exploration 5:15-6:00 Teacher directed activities/Open Play 6:00-6:15 Routine Care 6:15-6:30 Dinner Preparation/Story Time 6:30-7:00 Dinner/Clean Up 7:00-7:45 Interest Centers 7:45-8:15 Creative Movement 8:15-8:30 Routine Care/Snack 8:30-Close Greet Parents/Departing Children/Quiet Activities
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**Arrival and Departure:**

Parents are responsible for checking in children at the front office. A Skidaddles team member will then escort the child/ren to their classroom. This is to ensure the safety of our children and staff. The classroom teacher will be notified of the child/ren’s presence. Parents are responsible for entering the building to pick up their child. Children will only be released to parent, guardians, authorized adults, and listed emergency contacts. A valid ID is required if not recognized by the Skidaddles team member.

**Tuition/Fees and Payment Policies:**

*Drop-in-* Drop-in payment will be due immediately after service.

*Full Time-* Full time payments are due prior to the first week of service and every Friday. If payment is not received by the following Monday of care, the account will be considered delinquent. See full time contract for details.

*Prepay Packages-* Prepay packages offer incentives for drop-in families to add money to their account. The prepay packages are nonrefundable and will never expire.

*Payment Method-* Skidaddles accepts credit card, cash and checks. Please make checks payable to Skidaddles.

*Vacations/Absent Day-* Full time students will receive vacation as outlined in the Full Time Contract signed at time of enrollment in full time care. Days and payment do not roll over to the next week. If a child is absent, full time tuition is still charged as agreed upon in the full time contract.

*Holidays-* Full Time tuition is due for any periods including holidays and closures.

*Delinquent Accounts/Returned Checks-* An NSF charge of \$35 will be applied to the account due to insufficient funds and the parent will be asked to pay in cash. Refusal to pay will result in deactivation of the account and the child may not return until the balance is paid and a new registration form is completed.

*Late Pick Up Charges-* Please make sure you pick-up your child/children by our closing time. There will be a late fee of \$2 per minute after our closing time. 15 minutes after closing time, we will call emergency contacts to pick-up the child/children. If parents/guardians are not available to pick up the child 30 minutes after closing time, authorities will be called to pick-up the child if emergency contacts are not available. After five late pick-ups, termination of care might be necessary.

*Withdrawals-* Drop-in families wishing to withdrawal their child/children can do so at anytime but a two week notice in writing is appreciated. Full time families are required to give a two week notice and will be charged for the last two weeks of care.

*Inclement Weather-* Due to poor weather conditions, it may be necessary to close Skidaddles. We will make every effort to open our doors at posted times. If weather conditions arise, and Skidaddles needs to delay opening we will contact parents on the reservation list. If weather conditions require us to close early, we will give parents a 2-hour notice before closing. Emergency contacts will be called if necessary. Please watch your local News Station, check Skidaddles website or Facebook postings for any delays or early closures.

*Coupons-* Coupons may be used for drop-in services only. Families can only use 1 coupon per visit and cannot be combined with any other offer.

**Supervision Policy:**

The main concern of Skidaddles is the health and safety of each child in our care. Children will be within sight and sound of the child care staff member at all times. All children will be actively supervised at all times.

*Arrival/Departure-* Parents are responsible for checking in their child in with the front office. Children may not be sent inside alone or passed over the playground fence. The front desk lead will escort the child back to the child/ren’s assigned

classroom, making the classroom teacher aware of his/her presence as well as any special messages pertaining to the child. Parents are responsible for signing their child/ren out. The front desk lead will escort the child/ren from their classroom to the front office.

*Supervision of Children* - Staff members will supervise all children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member. Parents will be immediately notified to pick up.

*Supervision of School age Children*- Staff members will supervise all children at all times. School age children may run errands inside the building or use the restroom alone as long as they are within hearing distance of their teacher. Attendance checks will be done regularly until the child is back. A group of no more than six school children, may be engaged in safe activities without a childcare staff member as long as: a child care staff member can see or hear the children at all times and a staff member checks on the children every 5 minutes until they return to the group.

*Children attending the Center from other programs*- A teacher will wait for children arriving from other programs or schools. Please notify the center if the child will not be attending that day. If a child is scheduled to arrive at the center from another program or school, and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day and then contact the program that they are to arrive from. We will then consult with the parent to determine further action. Skidaddles cannot accept children if their regular school is in session.

*School Delays/Cancellations*- Our program will operate a full day program for school age children when school is closed. Please check inclement weather for center delays. Skidaddles will be closed for some holidays.

*Release of a Child*: Staff members will only release children to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written and signed note giving the person permission to pick-up their child. Staff members will check ID's of anyone they do not recognize. If there is suspicion that a person who is picking up a child is under the influence of drugs or alcohol, proper authorities will be contacted immediately.

*Custody Agreement*- If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

*Transitioning*- You will be notified when your child is ready to move up to the next classroom if it is in the best interest of the child and space is available in the next room. As part of the procedure, the staff will develop a transition plan. This plan will include the beginning and ending date of the transition period and include a transition schedule. The plan must be signed by the parent.

*Child Abuse Reporting*- All staff members are mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they MUST report to the local children's services agency.

#### **Fieldtrips/Transportation of Children:**

The "Emergency Transportation Authorization" must be signed to give consent to transport in emergency situations. The signature is located on the registration form and must be obtained before the first day at the center. The emergency transportation service will determine what medical facility the child will be taken to and parents will be notified immediately of where they can meet their children. Parents who refuse to grant consent for transportation will be denied enrollment at the center.

**Skidaddles will not provide transportation including transportation to and from field trips.**

#### **Water play:**

Children will be provided water play with sprinklers. Parents will be asked to sign written permission slips prior to children engaging in water play. Please remember to send bathing suits, sunscreen and a towel for your child/ren. Before staff members can apply sunscreen a medication form must be completed.

#### **Disruptive Behavior, Discipline and Guidance:**

Skidaddles only uses positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction. We use praise and encouragement of good behavior. Children will be reminded of behavior expectations using clear positive statements, redirection and modeling. Time away from the group will only be used as a last resort and only for an age-appropriate length of time (no more than one minute per year of the child's age) to regain control if they are having a difficult time. Staff members will not impose punishments for failure to eat, sleep or toileting accidents. This policy applies to all staff members and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers, or staff, has constant behavior issues, or it is determined that our environment is not the best place for them, it may become necessary to dis-enroll 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.** Skidaddles will dis-enroll or suspend child/ren who have 3 behavior related incident reports immediately. The administrator would be in communication with the parents prior to this occurring. If a child demonstrates behavior that requires frequent 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 consistent with the requirement of Rule 5101: 2-12-22 of the OAC regulations.

Behaviors that could lead to the suspension, and/or disenrollment, and/or immediate pickup, include but are not limited to the following: biting, bullying, destruction of property, defiance, foul language, theft, inappropriate conduct/contact, behaviors that create an unsafe environment, behaviors that cannot be controlled by our staff professionals, and unprofessional parent/guardian behaviors. A notice of suspension and/or disenrollment will be given to the parents immediately at pick up.

### **Breastfeeding**

If a private space is needed to pump breast milk or breastfeed a child a staff member can escort mothers to our break space in the kitchen.

### **Special Needs:**

Skidaddles accepts all children with reasonable accommodation at the center. So we can accommodate all the children needs of our center, we ask if there are special circumstances for your child, please call and make a reservation at least 24 hours before your visit.

### **Title III:**

The ADA requires that childcare providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the childcare center's programs and services. In some cases, it may be necessary to give medication to a child with a disability. Medication and administering care procedures to children with disabilities will be discussed at enrollment.

### **Formal Assessments**

Skidaddles will not conduct formal assessments on children enrolled in our center.

### **Meals and Snacks:**

Drop-in meals are \$5 each. For children who are enrolled fulltime, one meal a day will be free of charge. Skidaddles provides breakfast from 6:30am to 8:30am, lunch will be served at 11:30am, an afternoon snack at 2:30pm and 4:30pm, and dinner at 6:30pm if applicable. An additional snack will be provided Saturday at 9 p.m.. Each snack will contain at least two nutritional foods. Lunch and dinner (if applicable) will meet all child care licensing requirements. Skidaddles has a vegetarian and vegan menu option. Any dietary restrictions and allergies need to be documented on the registration form and if applicable a care plan form as well as a medication form will need to be completed. Skidaddles will not supplement meals provided by parents or guardians. For children who cannot consume milk, written documentation will need to be provided by a licensed physician. We will not be accepting formula or breastmilk. All food items must be stored in a lunch box/bag clearly marked with your child's name. If the lunch does not meet the nutritional requirements, then the center is mandated to provide the addition foods and will be provided an additional charge of \$5.00.

**Please note that Skidaddles strives to be a nut free facility. We ask parents and staff not to bring items into the facility that contain nuts. While we take steps to minimize the risk of bringing in these items, we cannot guarantee all items in our facility are nut free.**

### **Infant Care**

Feeding- Skidaddles will provide Vitamin D cow's milk for lunch and snacks as noted in the center menu. Parents can choose to bring breast milk and non-cow milk substitutions that are nutritionally equivalent to milk, with written parental consent. Skidaddles will not heat up any fluid milk.

Diaper Checks- Diapers and clothing will be changed immediately when noticed wet and soiled or every 2 hours, which ever comes first. Skidaddles provides wipes, however we ask parents to bring diapers and extra clothes each visit.

Information about Daily Activities- Skidaddles has partnered with Lillio/HiMama. A reporting app for parents to view food intake, sleep patterns, diaper changes and information about daily activities of their children. Upon enrolling, parents will receive an email from Lillio/HiMama to sign up. Parents can also send messages through Lillio/HiMama to communicate with Administrators and Teachers.

Cots, instead of cribs, will be available at any time during the day for infants in accordance with the development needs of the child. Written permission will be required before enrollment for infants 12 months or older to sleep on a cot. Cribs will not be available in Skidaddles.

### **Napping and Resting**

Each classroom is equipped with cots and sheets for napping and resting. The cots and sheets are sanitized and cleaned daily. Parents are welcome to bring other items that can assist their child with naptime. Please note that children are not allowed to use a bottle to fall asleep. The center has a nap time schedule from 12:30 to 2:30. However, if a child needs to nap or rest cots and fresh sheets are available.

### **Accidents/Emergencies:**

Skidaddles has several procedures to follow in the event that an emergency would occur. In the event of a fire or tornado staff would follow the written instructions posted in each classroom that describe emergency evacuation routes that help insure children have arrived at their designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to a fire, weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the Regal Movie Theater down the street. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to pick up your child/ren. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information.

In the event of an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in CPR/First Aid and Communicable Diseases. In the case of a minor accident or injury, staff will administer basic first aid. If the injury or illness is more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury or illness is life threatening, EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Only parents or EMS will transport.

In the event of an incident or injury, a report will be completed and given to the person picking up the child. Reasons include: the child has an illness, accident, or injury which requires first aid, the child receives a bump or blow to the head, the child has to be transported by emergency squad, or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child's emergency requires transportation, Skidaddles must contact licensing personnel from the State of Ohio office within 24 hours. The report will be provided to licensing staff within 3 days of the incident.

### **Illnesses Policy:**

Skidaddles will provide children with a clean and healthy environment. However, children become ill from time to time. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring a sick child to the center. They will be sent home. Please plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

**A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact; if neither can be reached, EMS will be called.**

- A temperature of 100 or above: Auxiliary
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes

- Redness of the eye lid, thick or obvious discharge, matted eyelashes, burning, itching or eye pain
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified and will be asked to pick-up the child if the child does not feel well enough to participate in classroom activities. Anytime a child is isolated, they will be kept within sight and sound of a staff member.

If you have COVID 19 in the household, please notify Skidaddles immediately and we will follow proper CDC guidelines.

All parents will be notified by a sign in the front office if children have been exposed to a communicable illness. Children will be readmitted to the center after 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be considered stating that the child is not contagious.

### **Medications:**

Skidaddles will administer medication, as required by a health professional. The center will administer medications to a child only after the parent completes a Request for Medication Form. All proper sections must be completed and medication handed to the front desk lead. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. Skidaddles strongly encourages parents to administer medication before the child's visit. Skidaddles reserves the right to deny medication requests. If proper paperwork is not completed, Skidaddles employees will not allow the child/ren to visit the center.

*Prescription medications* must be in their original container and administered in accordance to instructions on the label. A parent must complete a Request for Medication Form before medicine can be administered. Over the counter medications must also be administered in accordance to the label instructions. If parents request any different dosage or uses, a physician must provide written instructions on the Request for Medication Form. *Over the counter medication* will not be administered for more than three days without instructions from a physician.

*Food Supplements or Modified Diets* must be secured in writing from your physician. Please speak with an administrator for more details regarding this.

*Topical creams* must be in their original container and administered in accordance to instructions on the label. A parent must complete a Request for Medication Form before any topical creams can be administered. Only full time children may leave topical creams at the center but must complete a medication form for each visit. Skidaddles cannot apply topical creams without a Request for Medication Form is complete.

### **Outdoor Play:**

Skidaddles will provide outdoor play in suitable weather or gross motor activities, for any toddler, preschool child, and school age child in attendance for more than four consecutive daylight hours. Children attending the after school program for more than two hours will be given the opportunity for outdoor play or gross motor play. Supervision of outdoor learning is equally as important as supervision of indoor learning. Staff must ensure that the outdoor play areas are safe and secure. All outdoor play equipment is checked regularly and removed if broken or dangerous. We will limit the amount of time outside when the temperatures are very warm or very cold. If the situation requires, we will adjust outdoor time due to rain, threatening weather, ozone levels, etc. Considerations may also include temperature, humidity, wind chill, pollen count, lighting, rain or ice. On the days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as obstacle courses, dancing, and exercise in each classroom.

### **Parent Participation:**

Parents are encouraged to participate whenever possible in the events at the center. Parents may wish to attend class parties, or simply stop in to join the fun. Our teachers are available to discuss a child's progress or needs at any time. However, due to staff

responsibilities and schedules, parents are asked to make an appointment when lengthy conversations are necessary. Please feel free to bring concerns up when they occur. If you would like information about your child/ren's day over the phone, parents/guardians might be asked a few security questions. Our primary goal is to meet the needs of every family. If parents or employees have any questions or concerns, please contact the center at 513-204-3482.

**Evening Care:**

Current hours of operation are 6:30am to 7:30pm Monday through Friday and we are open one Saturday a month from 5pm to 10pm.

Skidaddles will be open until 10:00pm on select Saturdays. To ensure that all children and families are safe, parking lots and walkways will be lit for safety and security. Emergency lights inside will always stay on. A keypad lock will be the only entrance to the classroom. Only teachers will know the code to enter the classrooms. Our evening schedule will be adjusted as needed for individual children's needs.

P.M. Schedule
6:00-6:15 Routine Care
6:15-6:30 Dinner Preparation/Story Time
6:30-7:00 Dinner/Clean Up
7:00-7:45 Interest Centers
7:45-8:15 Creative Movement
8:15-8:30 Routine Care/Snack
8:30- Interest Centers
9:00- Snack
9:30- Midnight Quiet Time/ Centers/ Routine Care/Departure
10:00- Departures

**Toys:**

Skidaddles prides itself in offering cutting edge toys for every age group. Please do not allow your child to bring a toy into the center, this tends to cause arguments between children and a chance for the toy to get lost. Skidaddles is not responsible for lost, stolen or damaged property.

**Electronics:**

Skidaddles does allow children to bring electronic devices into the center. Wireless internet will not be provided on personal electronics. Internet use is prohibited along with all social media sites and YouTube. Children may use downloaded apps approved by the child's parents and supervised by teachers. A child may not take videos or pictures of other children or teachers due to confidentiality agreements. Children may not use their electronics during meals, snacks and when teachers are taking attendance. Students attending our Learn and Grow Academy will be asked to keep their electronic device on silent and put away for instructional time. Children may answer incoming phone calls and text messages only with teacher permission and supervision. Children who need to send a message or make an outgoing phone call can do so with the teacher permission and supervision. If this policy is violated, it could lead to confiscation of the electronic device until parent/guardian pick up. In order to provide top quality care, effective classroom management, and child engagement in organized activities, the teacher may ask the child to put away the electronic device throughout the day. Skidaddles is not responsible for lost, stolen or broken electronic devices and/or accessories.

**Clothing:**

We appreciate parents being mindful of the weather. Teachers will take advantage of the weather. Please provide proper attire your child so they can be involved in the fun. Our philosophy at Skidaddles involves learning through play. Sometimes the play gets messy. Please try not to send your child in anything you may not want to get ruined.

**Diaper Changing:**

If your child is not potty trained, Skidaddles asks that you supply enough diapers for your visit. Families who do not bring diapers will be charged \$2.00 per diaper that the teacher uses on the child/ren. Skidaddles policy is to check diapers every 2 hours, and as needed.

**Your first visit:**

Here's all we need to get you started.

A completed Enrollment/Registration Form documents required for allergies or special conditions



Signed copy of the Parent Handbook  
Registration fee of \$95 per family  
Medical Statement signed by the doctor

If you have any questions, comments concerns, or need assistance please use our contacts below.

Tiffany Sams Owner <a href="mailto:tiffany@skidaddles.com">tiffany@skidaddles.com</a> 513-204-3482	Holly Nelson Managing Director <a href="mailto:holly@skidaddles.com">holly@skidaddles.com</a> 859-445-4277	Chelsey Taylor Assistant Director <a href="mailto:chelsey@skidaddles.com">chelsey@skidaddles.com</a> 513-204-3482	Olivia Brown Manager <a href="mailto:olivia@skidaddles.com">olivia@skidaddles.com</a> 513-204-3492
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**Thank you for registering with Skidaddles. If you have any questions don't hesitate to call us at any time.**

### 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:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37<sup>th</sup> Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(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>.