



# OUR WORLD For Children

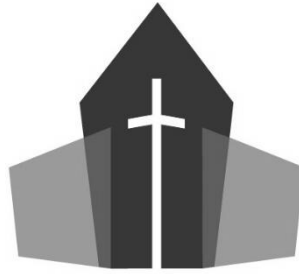
## Parent Handbook

Updated 2/27/2024

114 Minges Rd. E  
Battle Creek MI 49015  
(269) 965-4051  
[ourworldforchildren.net](http://ourworldforchildren.net)

# Table of Contents

Welcome Letter from Director .....	1
Administration and Council Directory .....	2
General Information .....	3
Program Philosophy	
Curriculum Goals	
Daily Routines	
Infant & Toddler Daily Records	
Operating Hours and Closing Dates	
Unplanned School Closings	
Admission Policy	
Withdrawal Policy	
Drop off and Pick Up	
Program Licensing	
Billing Policies and Procedures .....	8
Tuition Payments	
Fee Schedule	
Drop-In Care and Minges Brook School Closings	
Vacation Policy	
Health and Safety .....	10
Child Illnesses	
Medication	
Minor Injuries	
Allergy Policy	
Nutrition and Food Service	
Discipline Policy	
Staff & Volunteer Background Screenings	
Integrated Pest Management (IPM)	
Emergency Procedures	
Transportation	
Classroom Policies .....	17
Supplies to Provide	
Birthday and Holiday Treats	
Parents and Our World Staff Partnering	
Typical Daily Routines	
Where Can You Go with a Question or Concern? .....	21
Stay Connected with Our World for Children .....	22



# OUR WORLD For Children

Dear Families,

Our World for Children at St. Mark welcomes you! Your child will have opportunities to enjoy a safe, healthy, learning and nurturing “home-like” environment while attending Our World. Our World offers a large variety of stimulating activities which facilitate the individual child’s development socially, cognitively, physically, emotionally and spiritually.

We recognize that it is difficult to leave your child in the care of others. We take pride in our ability to cherish each child as if our own. We view teaching and caring for your child as a joint effort between our school family and your family. Together we can help our children develop a sense of security and belonging. We encourage you to discuss your child’s progress with us and visit anytime.

Our World’s Council policies follow in this handbook. This important information regarding your child’s quality of care along with necessary procedures for health and safety are included. Please review and save this handbook for future reference.

Jesus said, “Let the little children come.” Mark 10:14 Our World values each child as a gift from God.

With sincere appreciation from the Our World Council and Staff to your family.

Mary Huisinga, Director

## Our World for Children and St. Mark Lutheran Church Administration

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### Our World for Children Administration:

Mary Huisinga, Director  
Michelle Sprygada, Administrative Director  
Linda Babineau, Administrative Assistant  
Dawn Daniels, Administrative Assistant

### Our World for Children Council:

Kristin Hook- Council Chair  
Kristy Barber  
Megan Hagist  
Kati Hammer  
Mary Huisinga  
Carley Kares  
Brittany McKinstry  
Rob Miller  
Tom Perrone  
Michelle Sprygada

### St. Mark Lutheran Church Administration:

Pastor Chris Paavola, Senior Pastor  
Pastor Jack Langfeldt, Pastor of Care & Counseling  
Xylinn Zubaly, Office Administrator  
Grant Bowdish, Director of Worship  
Oralia Garcia, Finance Director  
Keith Rogers, Director of Facilities  
Nate Okrasinski, Director of Hospitality  
Jackie Okrasinski, Director of Hospitality  
Ashley Paavola, Director of Youth & Family Ministry

# General Information

## Program Philosophy

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To provide a faith-based program that will incorporate developmentally appropriate practices to help each child meet goals in the areas of social emotional growth; responsibility; personal skills and self-control; cognitive skills; language development; and fine and gross motor skills.

## Curriculum Goals

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Our World uses Applebaum Training Institute's (ATI) curriculum throughout the year. ATI is a leading resource for early childhood education. Each week there is a universal theme every classroom learns about. Your child will have learning activities in six core learning areas to match that theme. Each distinct area is designed to facilitate learning, is developmentally appropriate for your child's age, and is fun so your child will want to participate and learn. The six core learning areas taught each day in the weekly themes are: language literacy activities, fun circle activities, marvelous math activities, awesome art activities, social skills children must know including respect and responsibility, and musical fun songs and rhythm.

There's nothing more rewarding than helping your children know, love and follow Jesus Christ. Our Bible curriculum presents simple Bible truths to help discover Bible lessons in creative, active ways through prayers, songs, crafts and stories in the classroom and weekly Chapel and Music time.

## Daily Routines

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- Infants: each child's schedule is individualized based upon demand for feeding, diapering, napping and rocking
- Toddler and Preschool: the daily schedule will vary depending on the age of the student but will include: planning time, work time, clean up, recall time, circle time, small group time, outdoor time, large group time, meals/snacks, rest and reflective time. The developmental areas include: physical, social, emotional and intellectual. The daily schedule is posted in each classroom.
- Before/After School Care: Minges Brook students will be picked up and walked to and from Our World by classroom teachers. Snack will be provided followed by gross motor activities and center time.

## Infant & Toddler Daily Records

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OWC shall provide parents with a daily record through Tadpoles that includes their child's:

- Food intake time, type of food, and general amount eaten
- When their child slept
- Diapering/toilet usage including urine, and bowel movements and consistency
- Developmental milestones
- Changes in their child's usual behaviors.

Parents of preschool children with special needs may also request some of this information be communicated through Tadpoles.

Licensing requires us to take children outside daily. Children MAY NOT be excluded from outdoor play; all staff are required on the playground to ensure safety.

Preschool and Jr. Kindergarten circle time begins at 8:30 for morning sessions and 1:30 for afternoon sessions.

## Operating Hours and Closing Dates

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The center is open year round, Monday-Friday from 7:30am-6:00pm. Preschool and Jr. Kindergarten's yearly schedule is the same as area schools, starting mid-August and ending late May/early June.

Our World is closed the following holidays (contracted rates still apply):

- Labor Day
- Thanksgiving Day and the day after
- Christmas Day plus two days (days are determined by Council)
- New Year's Eve and New Year's Day
- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- If one of the holidays fall on a weekend, the parents will be informed in advance of the connected weekday OWC will be closed in observance.

## Unplanned School Closings

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Our World for Children makes every effort to remain open. Occasionally hazardous winter weather conditions may lead to closing or a delay in opening. The decision to close or delay opening the center due to inclement weather-related events is based on a variety of factors, all of which are centered on the safety of our students and staff.

These factors include, but are not limited to, the following:

1. Road conditions. We check with local authorities to determine road conditions in terms of drivability and visibility.
2. Weather conditions/forecast. We consider current weather conditions as well as the weather forecast for the day.
3. Parking lot and sidewalk conditions. We determine if there is ample time for our contractors to clear and salt the parking lot and sidewalks prior to opening.
4. Availability of utilities. We determine if there is adequate heat, lighting, and water to support the center per licensing requirements.

OWC closure decisions are calculated independently of area public school systems, and it is often the case that OWC remains open even when area public schools are closed due to weather-related conditions. Even when OWC is open, we encourage families to make decisions that they feel are safest and best in regard to their individual situations.

Decisions to open or close OWC are made at the earliest time possible, decisions to close or delay opening are generally made by 5:30 a.m. In quickly evolving weather conditions, decisions may be made with less advance notice.

In the case of closure, delay in opening, or early closing a notice will be texted to families through Tadpoles, online in our Facebook Group *OWC Community*, and on News channel 3 WWMT.com.

## Admission Policy

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Our World accepts all children and families without regard to race, creed, religion, national origin, sex, or special needs.

Prior to school starting the following forms must be turned in:

- Child Information Record
- Health Appraisal with Doctor's Signature
- Immunization Records or State of Michigan Waiver

- Written Information Packet Documentation
- Infant or Child Development
- Consent and Allergy/Asthma Form
- Contract
- Infant Food Agreement (if applicable)

## Withdrawal Policy

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Two weeks written advanced notice is required. If two weeks advance notice is not given, parents are responsible for the tuition incurred for those two weeks.

If Our World for Children determines that in the best interest of your child or other children, which includes, but is not limited to: nonpayment of fees, health, welfare and safety of the other children, a child must be excluded from Our World for Children. Our World may do so, in writing, and terminate the contract immediately, with the prorated share being returned to the parents.

## Drop Off and Pick Up

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For the safety of all children and guests please drive slowly through the parking lot. The Fire Safety Inspector does not allow parking under the overhangs or alongside the building.

Parents/Guardians must accompany their child into the building always arriving and leaving by way of the main desk. For security reasons you must check your child in and out of the facility at the main desk. Please assist your child with hanging up their coat and taking care of personal supplies or belongings. Never enter/exit by way of the playground or side doors.

Parents/Guardians must give written notice or call Our World to give permission for an unauthorized person to pick up your child. Photo ID will be requested and required.

## Program Licensing

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Our World for Children is licensed by the State of Michigan's Department of Human Services. The center maintains a licensing notebook which includes all licensing inspections and special investigation reports as well as related corrective action plans (CAP) for the last 5 years. This notebook is available for review by parents of children currently enrolled and



perspective parents anytime during operating hours at the front desk. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the Department of Human Services website at <https://cclb.my.site.com/micchirp/s/>

# Billing Policies and Procedures

## Tuition Payments

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Tuition payments are due each Friday for the upcoming week. There is a tuition payment grace period until the following Wednesday. Payment must be received by the following Wednesday or a late fee is assessed.

Contracted tuition amounts are due regardless of absences of any reason. Your child's scheduled dates and times are not interchangeable. Contracted tuition amounts are due regardless of weather-related closings, acts of God, or national, state or local emergency or orders. The tuition will not be reimbursed for days missed. If the center is closed for ten consecutive days, after the tenth day, tuition will be reimbursed.

It is required that all families sign up for our EFT payment processing for tuition payments and other fees.

Tuition payments may be made for more than one week at a time, there is no reduction for paying the entire year upfront. There is a 10% reduction for more than one child attending, same year, and same family.

## Fee Schedule

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All fees are due immediately. Failure to do so results in loss of childcare arrangement.

- Late Payment Fee \$25.00 for payments not received by Wednesday of the currently billed week
- Returned Check or Returned EFT Fee \$25.00
- Late Pickup Fee \$1.00/minute per child will automatically be charged for pick-up later than 6:00pm or your scheduled 5 hours

## Drop-In Care (also Minges Brook School Closings)

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In the event you need care on an unscheduled day you may call in advance and care may be provided under these circumstances:

- The classroom your child attends is not at full capacity for that day
- Drop-In fee must be paid before your child attends
- Your account must be current and in good standing

## Vacation Policy

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Students who attend Our World for Children are eligible for two vacation weeks per year at 50% their contracted rate.

Guidelines for Vacation Policy:

- After a child has attended 3 months, they qualify for two vacation weeks (one-week/five consecutive days each) at 50% tuition reduction
- Vacations must be requested at the front desk and a form will be filled out and kept in the child's file
- Children are limited to two vacations per school year (mid-Aug to mid-Aug)
- Your child may not attend OWC during the week a vacation discount is being applied
- Your account must be current and in good standing to receive the discount
- Vacation weeks not used by the end of the school year will be forfeited and not be carried forward to the new school year

If your child will be overseas for an extended period of time, you will only be charged 50% tuition during their absence. Proof of travel may be requested.

# Health and Safety

## Child Illnesses

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Parents and staff of Our World for Children work together to reduce the spread of disease. We want to protect your child's health. Please be concerned not only for your child's health but also considerate of peers and staff. If your child has been exposed to a Communicable Illness, notes will be sent via Tadpoles app informing you of the illness.

Our World for Children will adapt our sick policy to follow guidelines and policies put in place from the CDC, State of Michigan, or Calhoun County Health Department. Changes made will be communicated to parents/guardians via email and posted in our Facebook Group (OWC Community).

Symptoms: please do not send your child to Our World if any of the following are present or have been present in the past 24 hours:

- Fever (100.4° or above)
- Unknown rash
- Continual thick, yellow-green nasal discharge
- Persistent, uncontrolled cough
- Difficulty breathing (for those with asthma, a change from their baseline)
- Sore throat
- Diarrhea- two or more episodes in 24 hours not associated with diet changes or medications
- Pink eye- matting and discharge
- Vomiting
- Earache and/or discharge
- Head lice
- Chickenpox or Measles
- Impetigo (doctor's written permission for inclusion)
- Strep Throat
- New onset of severe headache, especially with a fever

If any of the above listed symptoms occur during the school day, parents will be called to promptly pick up their child and an Incident Report will be sent through Tadpoles to parents. If a child is sent home with symptoms, they may not return for a MINIMUM OF 24 HOURS without a doctor's written permission for inclusion!

Please call and notify Our World if your child will be absent due to illness. Children cannot be excluded from outdoor recess, regardless of sickness, unless we are given a doctor's note with the reason and a timeframe clearly stated on it.

Staff and Volunteers of the center follow the same guidelines as outlined for children regarding illnesses and symptoms.

## Medication

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Parents must fill out the Medication Permission Form at the front desk and leave medication at the desk. Emergency medications for allergies and asthma may be kept for the entire year. All other medications may be kept for up to two weeks.

Prescription medication must be in the original container labeled with the child's name and administering instructions on the pharmacy label.

Over-the-counter medication must be in the original packaging with the child's first and last name written on it. We must follow age guidelines and requirements on packaging or have a doctor's note giving us permission and instruction to administer a different dose.

All first doses of new medication must be given by the parent at least 12 hours before returning to Our World.

Medications may not be added to a child's bottle, beverage, or food without a doctor's note.

OWC staff have training in proper medication administration within 90 days of hire and only trained staff will administer medication.

## Injuries and Incidents

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Any minor injuries sustained while children are in our care will be treated with soap and water, bandages and cold compresses applied if necessary. A complete report will be

prepared and shared in Tadpoles. In emergency situations, parents will be contacted and asked to pick up children.

In the event of a lost or unsupervised child, inappropriate discipline, inappropriate contact between child/child, or child/staff. The parents will be contacted via phone and/or Tadpoles. An incident report will be prepared and shared in Tadpoles.

## Allergy Policy

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Our World is a peanut free center. If your child has any allergies please communicate them to Our World by filling out necessary forms. Please respect our peanut free policy by not bringing any peanut products to the center.

## Nutrition and Food Service

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We follow U.S. Department of Agriculture (USDA), and Child and Adult Care Food Program (CACFP) food nutritional guidelines for infants and children.

Infants: parents must provide enough food and formula daily. State Licensing requires us to only serve unopened, commercially packaged foods. Bottles and food containers must be labeled with your child's first and last name and date. Any unused portions of food and bottles must be discarded after one hour of use. Infants are fed on demand.

All other children: nutritious meals (breakfast and lunch) are catered by Lakeview Public School's licensed food service program. Lakeview follows quality food standards by:

- Following recommended dietary allowances
- Monitoring serving temperatures
- Providing fresh produce
- Serving whole milk to toddlers
- Serving 2% milk to Preschool and Jr. Kindergarten

Breakfast is served 7:30-8:15am, lunch is served at 11:30am. Parents are provided a monthly breakfast and lunch schedule. Occasionally substitutions will be made when necessary, substitutions will be posted in the Our World lobby for review. Children attending 5 hours a day or less will be charged \$1.50 for breakfast and \$2.75 for lunch if attending over

mealtime. The full day rate (more than five hours per day) includes meals. We also provide nutritious morning, afternoon and late day snacks while they are with us.

Children are treated with respect and not forced to eat. They are given plenty of time and opportunity to eat, seconds are offered to each child when extra food is available. Please do not send your child to Our World with food from home. Children naturally want to share, causing a concern for children with food allergies. Children want what others have and there would not be enough to share with all peers.

If your child has special dietary needs due to allergies, health needs or religious beliefs, Our World will do our best to accommodate the child's needs. Parents may have to provide food if after exploring all community resources, Our World is unable to provide the special diet. A physician's note will be required in these cases.

## Discipline Policy

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Discipline is an important tool implemented to help children learn that there are consequences for their negative actions. We use positive discipline methods in order to assist children with self-control and becoming self-disciplined. Child discipline situations are handled with empathy and redirection. Strong communication with parents is also top priority.

When a child makes a "not-so-good" choice the following methods are used:

- Natural Consequences: with the staff carefully watching and ready to facilitate if necessary, allow a child to continue inappropriate behavior and discover consequences on their own
- Choices: the staff sets limits of a couple choices allowing a child to choose for themselves in order to promote self-confidence and control
- Problem Solving: the staff walks through simple, clear steps of solving the problem with the child
- Thinking Time: the staff and child sit for a short break to regain control. Thinking time will not be used for children under the age of three years. Approximately a minute per each age followed by a simple, short discussion

## Staff and Volunteer Background Screenings

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Our World for Children staff must have a comprehensive background check to include FBI fingerprints through the State of Michigan's Child Care Background Check (CCBC).

OWC will:

- Not knowingly employ or allow an individual to have unsupervised access to children in care if that person has been convicted of a disqualifying crime or is listed on a disqualifying registry.
- Ensure that an individual has been fingerprinted and approved prior to the individual having unsupervised access to children.
- Ensure that all individuals connected with our program meet the requirements for the comprehensive background check

Our World for Children volunteers must receive a Public Sex Offender Registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance will be kept on file at the center. Any individual registered on the PSOR is prohibited from having contact with any child in our care. Our World for Children will never leave a volunteer alone with children. Volunteers will be supervised by an Our World for Children staff member.

## Integrated Pest Management (IPM)

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From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals must be used, the center will try to use the least toxic products available when possible. Access to treated areas will be prohibited for the period specified on the pesticide label.

Notifications will be posted at least 48 hours in advance at the center entrance doors and at the application site. Parents will also be notified of any treatments via our Tadpoles app. Advance notices containing information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center and a toll-free number for a national pesticide information center recognized by the Michigan Department of Agriculture. Parents may also request to be notified by U.S. mail, email or phone. Annual notification will be provided to families every September informing them of how advance notifications will be sent out through the year as necessary.



## Emergency Response Plans

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Emergency procedures for medical, tornado, fire, and crisis management are posted in each classroom by the telephone. Our World practices fire and tornado drills according to licensing regulations. Administration and Lead Staff are trained and certified in infant, child and adult First Aid and CPR. There is also an AED device in the lobby if the need arises.

If a serious accident occurs and the injury requires medical attention, the directors will contact parents immediately. If parents are not available, the listed emergency person will be contacted. If we are unable to contact the parent or emergency contact person, a decision will be made by the directors as to whether the child needs medical treatment. A call for medical assistance (911) and transportation via ambulance to the emergency room of the closest hospital authorized by the parent will be made. An OWC staff person will accompany the child to the hospital while other staff contact parents. An incident report will also be sent to parents via Tadpoles

In the case of a tornado watch parents may pick up their children but during a tornado warning will not be allowed to leave for the safety of everyone.

In the event of a bomb threat, fire, flood, gas leak, chemical spill, sewer back-up, loss of heat or a power outage all of the children will be relocated to a safe area within our building or relocated to a safe place if necessary. If the problem is not resolved within a suitable time, teachers and/or directors will contact parents or emergency contacts to have the child picked up. The center will remain closed until further notice.

In emergency situations, parents will be contacted to pick up children via the *Tadpole* app.

Our emergency relocation & reunification location is:  
Minges Brook Elementary, 435 Lincoln Hill Dr, Battle Creek 49015

## Field Trips

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Children will participate in field trips on the St. Mark Lutheran Church and Our World for Children property including, but not limited to, the sanctuary for chapel & music time, and nature walks outdoors.

## Transportation

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Field trips occasionally may occur during summer months for school-aged children. If a field trip occurs that needs transportation other than walking nearby neighborhoods, we will use the city bus. Parent's written permission will be obtained prior to each trip. All licensing rules will be adhered to during the field trip.

# Classroom Policies & Schedules

## Supplies to Provide for Your Child

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Please label everything brought in with your child's name or initials to help prevent mix-ups and missing items.

### INFANTS

- 2 extra outfits (or more)
- Sleep sack (blankets are not allowed due to licensing)
- Baby food/infant cereal; Must be commercially packaged and unopened (Date and your child's first and last name required on all)
- Bottles with lids (Date and your child's first and last name required on all)
- Diapers
- Wipes
- Diapering ointment
- Pacifiers (optional)

### TODDLERS

- Diapers
- Wipes
- 2-3 sets of extra clothes and undergarments
- Toilet training supplies; Our World wants to bridge goals from home. Please communicate information from home for staff to strive in consistency in training
- Backpack or bag for bedding and items to go home weekly
- Appropriate outerwear for outdoor play\*
- Photo of your family
- Pacifier (optional)
- FULL DAY STUDENTS: 2 blankets or 1 blanket with bedroll and favorite stuffed animal for naptime. Bedrolls are available for purchase at Our World

### PRESCHOOL AND JR. KINDERGARTEN

- Backpack or bag for bedding and items to go home weekly
- Appropriate outerwear for outdoor play (clothes that children can manage by themselves supporting their independence (i.e. mittens, not gloves)\*)
- Extra set of clothes and undergarments

- Photo of your family
- FULL DAY STUDENTS: 2 blankets or 1 blanket with bedroll and favorite stuffed animal for naptime. Bedrolls are available for purchase at Our World
- Please do not send in any money, jewelry or toys from home

\*Winter Outerwear: winter jacket, snow pants, mittens, hat, scarf and boots

\*Summer Outerwear: swimsuit, water shoes/sandals, an extra short sleeve shirt

## Birthday and Holiday Treats

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Please make arrangements with your child's teacher in advance for birthday treats. Treats must be store bought. Please no peanut items, candies, chewing gum or balloons (inflated or deflated).

## Parents and Our World Staff Partnering

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There is no greater influence in a child's life than his or her parents. OWC is committed to open communication with our families concerning your children, feel free to ask questions. Please check your child's cubby daily for notes from the center or staff. Newsletters will be sent home to share valuable early childhood information and news. You are welcome to schedule a conference to discuss accomplishments, concerns and questions. It is through mutual sharing of information that we can best work together to help your child develop socially, spiritually, intellectually, emotionally and physically. Please communicate with teachers at times other than scheduled class time (they are responsible for managing a safe classroom environment). You are welcome to visit a classroom at any time. One way viewing windows and video cameras are provided in each room for parents to enjoy watching at any time.

OWC uses the *Tadpoles* app to share daily reports and other information about your child's day with us.

If you are on Facebook, we encourage our parents to join our private group, *OWC Community* for updates and reminders of happenings at the center.

## Infant Typical Daily Routine

7:30-8:30	Breakfast
8:30-10:00	Play, Read, Sing Songs, Change Diapers
10:00-11:00	Nap Time
11:00-12:00	Play, Tummy Time, Change Diapers
11:30-1:00	Lunch
1:00-2:00	Play, Read, Sing Songs, Change Diapers
2:00-3:30	Nap Time
3:00-6:00	Play, Read, Sing Songs, Change Diapers

## Toddler Typical Daily Routine

7:30-8:15	Breakfast
8:15-8:45	Blocks, Art, Sensory Activities
8:45-9:00	Change Diapers
9:00-9:20	Buggy Ride
9:20-9:40	Circle Time (stories, finger plays, singing, playing instruments)
9:40-10:00	Snack
10:00-10:30	Outside Playground
10:40-10:55	Gym
11:00-11:15	Music & Movement (dancing and action songs)
11:15-11:30	Change Diapers, Quiet time in library looking at books
11:30-12:00	Lunch
12:00-2:30	Nap
2:30-3:00	Change Diapers, Free Play
3:00-3:30	Outside Playground
3:40-3:55	Gym
4:00-4:15	Buggy Ride, Snack
4:15-4:30	Change Diapers
4:30-4:45	Stories, Singing & Dancing
4:45-6:00	Free Play

## Preschool & Jr. Kindergarten Typical Daily Routine

7:30-8:15	Center Play & Breakfast
8:30-9:05	Morning Routines & Circle Time
9:10-9:25	Gym
9:30-9:45	Story/Bathroom Break
9:45-10:00	Snack
10:00-10:25	Outside Play
10:30-11:00	Centers/Small Group Projects
11:00	Chapel/Music/Story
11:40	Lunch
12:00-1:30	Rest Time
1:30	Welcome PM Preschoolers
1:35-1:55	Centers/Small Group Projects
2:00-2:35	Circle Time/Story
2:40-2:55	Gym
3:00-3:20	Chapel/Music (T&W)
3:25	Wash Hands/Bathroom Break
3:30	Snack
3:45-4:15	Outside Play
4:15-6:00	Stories, Games, Free Play

## Before & After School Typical Daily Routine

7:30-8:25	Center Play & Breakfast
8:25	Walk children to Minges Brook Elementary
3:25	Pick up children from Minges Brook Elementary
3:25-3:40	Bathroom Break
3:40-3:50	Snack
3:50-4:15	Center Play
4:15-4:35	Gym
4:35-6:00	Stories, Games, Free Play

## Where can you go with a question or concern?

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The first essential step is to go to the immediate source and establish the facts. The staff and administration are concerned and want to resolve concerns in the most expedient manner possible. Please follow the steps outlined below.

### **First Step** *Teacher*

Questions or concerns regarding the program practices in your child's classroom should first be directed to his/her classroom teacher. This may be done at drop off/pick up, a scheduled meeting or phone call.

### **Second Step** *Directors*

If questions or concerns are not resolved at the teacher level, then contact should be made with the Directors for more information and discussion.

### **Third Step** *Council Chairperson*

If questions still persist after contacting the Directors, we will direct your concerns to the Our World Council Chairperson. A conference with the Council Chairperson is most appropriately made if questions or concerns have not been adequately addressed at earlier levels.

This process for solving questions or concerns has proven effective because it attempts to resolve concerns at the lowest levels.

### **Tadpoles**

OWC uses the *Tadpoles* app to share daily reports and other information about your child's day with us. Download the *Tadpoles Parent* app on your smartphone and register using the email address you provided to us. After confirming your email you can begin seeing your child's weekly newsletters, daily reports, photos, reminders and notes from the teacher. Emails will also be sent out at the end of every day.

### **Facebook Group "OWC Community"**

We have a Private Group for you to stay up to date on current information, happenings, events, and school closings! This tool for our families has all the centers events with information, as well as digital copies of most flyers that are sent home with your child.

Due to the safety and privacy concerns of the center, you must request to "Join the Group" and then be approved before being allowed to see any of the postings. Only parents, guardians and staff will be able to join the group. We ask you to refrain from using this forum as a communication to Our World as we will not be checking it regularly.



