



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN GROW THRIVE

EDUCATION AND LEADERSHIP

Parent Handbook

YMCA Family Enrichment Center

Serving Children 6 weeks 12 years

Director: Jennifer James

Phone: 330-785-0164
Fax: 330-724-7251



YMCA FAMILY ENRICHMENT CENTER
910 Eller Avenue
Akron OH 44306
330 785 0164

akronymca.org

The Y strives to make programs and membership available to all. Financial assistance may be available to those who qualify.

Mission: To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

Connect with us!



The Family Enrichment Center Parent Handbook

Table of Contents

(rev 01/2018)

Topic	Page #
Introduction	3
Philosophy and Goals	3
Admission and Hours of Operation	4
Staff/Child Ratios	5
Daily Schedule	5-6
Non-School Days	7
Tuition and Payment Policies (Including Publically Funded Care)	7
Supervision Policy	8
Authorized Pick Up Information- Releasing a child, stranded child	8
Field Trips/Transportation of Children	8
Guidance Policy	9
Meals	10
Accidents and Emergencies	10
Management of Illnesses	11
Medication Policy	11-12
Outdoor Play Policy	12
Parent Participation	12
Toy Policy	12-13
Dress Code	13
Infant Care	13
Fighting and Biting Policy	14
Transition Information	14-15
Licensing Information	16



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Parents:

Welcome to the wonderful world of YMCA Child Care! The YMCA has been serving the child care needs of our community for over 30 years. We were one of the first organizations to recognize parents' needs for quality care for their children. Nationally, the YMCA is the largest provider of non-governmental child care, and the largest provider in Summit County.

We are a Christian organization and we take the "C" in our name seriously, not in an exclusive manner but in an inclusive way. We welcome people of all faiths in our YMCA. We believe in the Christian values of caring, honesty, respect and responsibility. You will find them implemented in our day-to-day operations, in our interactions with our families, staff and the children in our care. We feel it is important to incorporate these values in our curriculum knowing they are the same values you hold dear.

It is the mission of the YMCA "to provide services to all youths and adults of our community through quality programs which use Christian principles to build a healthy spirit, mind, and body." We interpret this to mean everyone should have access to YMCA programs regardless of an ability to pay. Our Partners with Youth financial assistance program is available to those who qualify.

Please read this handbook carefully. If you have any unanswered questions, please feel free to contact me.

We look forward to serving you and your children.

Sincerely,

Beth Kelley
Akron Area YMCA

INTRODUCTION

The Family Enrichment Center is licensed by the State of Ohio to legally operate a center. The Ohio Department of Job & Family Services (ODJFS) issues the license. Both the license and the licensing records are posted at your child's center. The Laws and Administrative Rules governing child care in Ohio are available for your review at the center upon request.

The Family Enrichment Center is operated by the Akron Area YMCA. The Center is financed through program fees and Title XX (government funds for low income families).

All staff meets or exceeds standards set forth by the State of Ohio for education and training. Background checks are done on each staff member and regularly scheduled volunteers. Three references are required for each employee. All of this occurs following a thorough interviewing process.

PHILOSOPHY AND GOALS

The YMCA believes all children should have the opportunity to grow, learn and develop to their fullest potential. We recognize and accept each child as a unique individual with his/her own strengths and challenges and rate of growth and development.

Every child grows and develops physically, intellectually, emotionally and socially. A child grows physically through active participation in motor activities, develops emotionally and socially by becoming aware of his/her own feelings and those of others, and develops intellectually through problem solving experiences.

To assist all children in achieving their potential, our child care team is committed to knowing each child individually. Knowing how each child grows, feels, and interacts enables our staff to plan appropriate experiences and curriculum.

The goal of this center is to help your child (ren) learn to live comfortably with him/herself, as well as interact with others. Because children learn from what they see, hear, and experience, we aspire to provide them with positive role models in a safe, healthy, warm environment. Our qualified and caring staff members supervise age appropriate activities. Because we know the value of quality care and guidance during these impressionable years, the staff works to help each child:

- ✓ Expand his/her world by exploring and experimenting with the environment
- ✓ Respect the rights of others
- ✓ Recognize and solve problems
- ✓ Accept responsibility for his/her actions.
- ✓ Express feelings and emotions (through painting, stories, music, clay, etc.)
- ✓ Develop fine and gross motor skills through active play and manipulative activities
- ✓ Gain an appreciation for learning

The YMCA adheres to the belief that the family is the primary unit in the child's life, with child care being a secondary, supportive unit. We believe that becoming partners with parents in sharing ideas and in creating solutions to child rearing challenges is the best atmosphere for having a positive impact on a child's development. Such relationships give the child a feeling of security, which will add to the benefits the child, receives from experiences in the program.

Step Up To Quality

We've stepped up! The Family Enrichment Center is happy to announce that we are now a 4 star rated Center!



LICENSE

Please take the time to read the attachment about licensing and other valuable information at the end of the handbook.

ADMISSION

A child is considered enrolled in the center only after the \$40.00 Registration Fee is paid and/or auto draft enrollment is completed, and ALL required paperwork (registration packet and health information) has been received. Parents and guardians are required to disclose all medical, physical or behavioral issues at the time of the child's enrollment. For the safety of your child, and so current information is always on file, any changes to registration or medical information must be immediately communicated to the directors

Publically Funded Care

The Family Enrichment Center does accept publically funded care. In the event your authorization is stopped or expired, your child will be unable to attend until a new authorization has been submitted to the YMCA. If receiving publically funded care, a child may not be considered enrolled until the center has received the written authorization form from the Summit County Department of Job and Family Services have given you permission to begin.

HOURS AND DAYS OF OPERATION

Our center is in operation Monday through Friday 6:30am-10:00pm. The center will close to observe the following holidays:

New Years Eve
New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving, and the Friday after
Christmas Eve
Christmas Day
Presidents Day
Columbus Day

*Days are subject to change and parents will have a 2 week notice of any days the center is closed.

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

The Family Enrichment Center meets or exceeds the staff: child ratios set forth by the State of Ohio.

6 weeks-18 months 1:5; 2:12
18 months-36 months 1:7; 2:14
36 months-48 months 1:12
48 months- 60 months 1:14
5years-12 years 1:18

Absent staff are covered by substitutes on call or the Program Director. Please take the time to get acquainted with all teachers/employees.

DAILY SCHEDULES

The children's daily schedule is flexible enough to provide adaptability when appropriate but structured enough to provide predictability for the children. We want them to view their School Age site as a safe and comforting place, where they know what to expect and when to expect it. A typical school agers day would include:

Infant

6:30-8:00	Arrival/free play
8:00-9:00	Hands washed/breakfast
9:00-10:00	Free Play
10:00-10:30	Morning Snack
10:30-11:00	Outside/ Gross Motor
11:00-11:30	Art/ fine motor
11:30-12:00	Stories and songs
12:00-1:00	Lunch
1:00-3:00	Nap
3:00-3:30	Diapers
3:30-4:00	Snack
4:00-4:30	Story time
4:30 -5:00	Songs/ Music
5:00-5:15	Art time
5:15-5:30	Diapers
5:30-6:00	Free Play
6:00-6:30	Dinner
6:30-7:00	Free Play
7:00-7:30	Diapers
7:30-8:00	Story Time
8:00-8:30	Snack
8:30-10:00	Clean up and Departure

**Diapers changed every 2 hours or as needed

**Infants are fed according to their daily needs as written by the parents

Toddler

6:30-8:00	Arrival, group activities
8:00-9:00	Potty/hands washed/Breakfast
9:00-10:00	Circle Time/Centers

10:00-10:30 Gross Motor activities
10:30-11:30 Music/Art
11:30-12:00 Potty/Wash Hands/ Lunch
12:00-1:00 Lunch
1:00-3:00 Nap
3:00-3:30 Potty
3:30-4:00 Snack
4:00-4:30 Story time
4:30 -5:00 Songs/ Music
5:00-5:15 Art time
5:15-5:30 Potty
5:30-6:00 Free Play
6:00-6:30 Dinner
6:30-7:00 Free Play
7:00-7:30 Potty
7:30-8:00 Story Time
8:00-8:30 Snack
8:30-10:00 Clean up and Departure

Preschool/Pre-k

6:30-8:30 Arrive/Activities
8:30-9:15 Potty/Wash Hands/Breakfast
9:15-9:45 Circle Time
9:45-10:00 Potty/Wash Hands
10:20- 10:50 Morning Snack
10:50-11:30 Indoor/ Outdoor Recess Activity
11:30-12:00 After recess activity
12:00-1:00 Lunch
1:00-3:00 Nap Time
3:00-3:20 Afternoon Circle
3:20- 3:50 Snack
3:50-4:10 Clean up and bathroom break
4:10-4:30 Afternoon Activity
4:30-5:45 Indoor/ Outdoor Recess
5:45-6:00 Wash hands/ bathroom break
6:00-7:00 Dinner
7:00-7:30 Evening activity
7:30-8:00 Bathroom Break
8:30-9:00 Snack
9:00-10:00 Quiet activity/ Departure time

School Age Full Day

6:30-8:00 Arrival/quiet activities
8:00-9:00 Restroom/Wash Hands/Breakfast
9:00-10:00 Daily activity sheets
10:00-10:30 Morning snack/ bathroom break
10:30-11:30 Art activities
11:30-12:00 Clean up/ handwashing/ prepare for lunch

12:00-1:00	Lunch
1:00-2:30	Free play/ outside time
2:30-3:00	Restroom/Wash Hands
3:00-3:30	Snack
3:30-4:30	Board work/ team trivia
4:30-6:00	Board games/ outside group games/ team work exercise games
6:00-6:30	Clean up/ handwashing/ get ready for dinner
6:30-7:30	Dinner
7:30-8:30	Movie/ evening reads
8:30-9:00	Evening snack
9:00-10:00	Finish movie/ departure

*The daily schedule is subject to change based on the dynamics of the group. All children will participate in these activities but the order is subject to change.

NON-SCHOOL DAYS

The Family Enrichment Center will run the school age room during our regular hours (6:30am-10:00pm) for SCHEDULED non-school days. These include parent conferences, teacher in service etc. These do not include emergency non school days such as snow days or power outage. Please call the director to make sure there will be available space and/or extra staff that will allow us to run our school age program on these emergency days.

TUITION/FEES AND PAYMENT POLICIES

The Family Enrichment Center does accept Title XX. Monthly tuition and Title XX co-pays are due by the 1st week of every month. **Check, money order or cash are the only forms of payment accepted. Checks and money must be made out to Akron Area YMCA.** The rates are as follows:

Infant	\$265.00 weekly
Toddler	\$240.00 weekly
Preschool	\$205.00 weekly
School Age full weeks/summer camp	\$180.00 weekly
School Age fun day (non-school day)	\$25.00 daily in addition to the weekly fee

Financial Assistance

The Family Enrichment Center offers scholarships to help pay for the cost of tuition. For those who qualify you can receive 30% off of the tuition rate. Financial Assistance packets can be found on www.akronymca.org.

Delinquent Accounts/Returned Checks

Any account one month behind will be subject to termination. Outstanding balances of \$100.00 or more, which are 30 days or more in arrears, will be turned over to a collection agency. A \$15.00 fee will be charged for any returned checks due to insufficient funds. The responsible party will be required to pay in cash or money order until all account balances are settled. If an NSF check is returned twice, it will be turned over for collections. Parents with unpaid balances may not participate in any Akron Area YMCA program.

Late Pick-up Charges

If a parent realizes circumstances beyond his/her control are going to delay pick-up, a phone call is requested. Late fees will be added to the account of any child picked up after 10:00pm. The fee is \$15.00 from 10:00pm- 10:15pm then \$1.00 per minute thereafter. This applies to Title XX recipients as well. **If a child is picked up late more than twice**

within a 30 day period, the director may request a conference to discuss alternate arrangements for the child.

Withdrawals

Parents wishing to withdraw a child from the program may do so by submitting a 2 week notice in writing to the director. All balances must be paid in full at the time enrollment is terminated. Any unpaid balances will result in being sent to a collection agency.

***YMCA staff reserves the right to terminate care for disciplinary or other reasons at any time. In the event a child is dismissed from the program for behavior or disciplinary reasons, re-admittance is not permitted. No refunds are made for children removed from the program for behavior or disciplinary reasons. Excessive absence can lead to dismissal from the Program.

SUPERVISION POLICY

Arrival/Departure

Parents are required to bring their children into the classroom and to sign the child in/out at the sign in table. Any special messages, medications, special pick-up notes, etc. are to be given to the staff person on duty. **Children may not be dropped off at the entrance to the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to make contact with their child's supervising staff member to ensure staff is aware the child has been picked up.**

Supervision of School Age Children

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- ✓ Children are within hearing distance of a staff member
- ✓ The staff member checks on the children regularly until they return
- ✓ The restroom is for the exclusive use of the center.

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the staff member can see or hear the children at all times and checks on the children periodically.

Release of a Child

An "Authorized Persons to Pick up Child" form is included in the registration packet. A child will only be released to those listed on that form. If someone is needed to pick up the child in the event of an emergency, the parent/guardian must call the director. Faxing the request to the director with the persons name and description is the preferred way. Staff will require identification before releasing the child. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority!

The following policy pertains to authorized persons arriving to pick up a child in our care who appear to be under the influence of alcohol or other substances.

- ✓ A custodial parent **cannot** be barred from taking his/her child home. If it is a person other than the custodial parent, staff will contact the custodial parent before releasing the child.
- ✓ Staff may consider counseling the custodial parent, who appears impaired, to call another person to drive the family home.
- ✓ Staff will re-emphasize the Y's values and commitment to the safety of the children.
- ✓ If this is a recurrent problem, staff will consult with the Program Director or Site Administrator and getting the authorities involved may be advised.

- ✓ Please be sensitive to staff and not put them in a position where they may need to take these actions.

Stranded Child Policy

If we haven't been notified a child will be picked up late, staff will begin calling parents/guardians and then those persons authorized to pick up the child if the child remains at the Center more than 5 minutes after closing. If we are unable to contact a parent/guardian or authorized person within one hour of closing, we will contact Summit County Children Services or the Akron Police Department.

Custody Agreements

If there are custody issues involved with your child, you must provide the center with full court papers indicating who has permission to pick up the child. The center may not deny a parent access to his/her child without proper documentation.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff suspects a child is being abused or neglected, they **MUST** make a report to Children's Services. The safety of the children is always our first concern.

FIELDTRIPS/TRANSPORTATION OF CHILDREN

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will transport.

Field Trips-School Age

We will be taking periodic field trips, which will be done with a trained staff member in the Y bus. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in either a routine or field trip, the center will obtain written permission from the parent or guardian.

GUIDANCE POLICY

YMCA child care staff believes helping children learn self-control is very important. Our hope is each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect their teachers and friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving him/her an appropriate activity) will be used.

A child may be asked to sit for a short period of time to give the child a chance to regain control if he/she is having a difficult time. Time-outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat or toileting accidents. **This discipline policy applies to all staff and parents while at the center.**

If a situation arises where a child is consistently endangering him/herself, peers or staff, it may become necessary to terminate care. 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.

If the child demonstrates behavior requiring frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan in conjunction with the parents/guardians.

The YMCA does reserve the right to terminate a child's enrollment for disciplinary or other reasons at any time.

Meals

By state licensing rules, all lunches and snacks must meet USDA guidelines. The USDA requirements for all ages are posted in the main hall of the center on the menu. The YMCA Family Enrichment Center will provide all meals. Children will be served breakfast, lunch afternoon snacks, a light dinner, pm snack.

Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

Any child that must have an entire food group removed from their diet due to allergies must have written documentation. Please see the director for these state licensing forms.

MEALS AND SNACKS

Our center provides breakfast at 8:00am, lunch at 12:00pm and an afternoon snack at 3:30pm. Each of the snacks will contain at least two nutritional foods. The breakfasts and lunches will meet all child care licensing and USDA requirements. All meals and snacks provided by the center are nut free. Please let the Director know ahead of time if your child is not permitted to have any types of food due to allergies or religious beliefs. See **Food Supplements or Modified Diets** for additional information.

NUT FREE CENTER

In order to keep the children's safety our priority, The Family Enrichment Center is a nut free environment. We ask that you do not bring any food item that contains nuts into the center.

ACCIDENTS/EMERGENCIES

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff will follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to follow to assure children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is: East Akron YMCA, 110 Goodyear Blvd in Akron. Parents will be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment information.

All Child Care staff members receive training in First Aid, Communicable Diseases, Blood Borne Pathogens, and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If the injury is very serious, staff will contact 911 and then the parents. A staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury if any of the following occur: 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 requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

MANAGEMENT OF ILLNESSES

We provide the children with a clean and healthy environment. However, we realize 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 please let us know if your child will be absent due to illness.** We will be contacting you to take your child home, as we are unable to accommodate mildly ill or sick children. We encourage you to plan ahead for these times 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 isolated and discharged to the parent or emergency contact:

- ✓ Temperature of 100 degrees F – in combination with any other signs of illness
- ✓ Diarrhea (more than two 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, obvious discharge, matted eyelashes, burning, itching
- ✓ 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 parasitic 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. If a child does not feel well enough to participate in center activities the parent will be called to pick up the child. Anytime a child is isolated he/she will be within sight and hearing of a staff member.

Please notify the center if your child has a communicable disease. Parents will be notified by letter, posted notice or telephone of any communicable diseases at the center.

Please notify the center by 9:00AM if your child will be absent due to illness for vacations/breaks or Fun Days Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. This includes head lice and nits. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Medications

The center will administer medications to a child only after the **Request for Medication** form is completed. All proper sections must be completed and the medication handed to the staff person. The prescription must be in the original container with the prescription label attached. The label must contain the child's full name, dated within the last twelve months and the exact dosage to be given and the means of administration. Medications will be stored in a designated area inaccessible to children and either returned to parent or disposed of when no longer needed or it has expired. Medications may **NOT** be stored in a child's cubby or book bag.

We will not administer any over the counter medicines. Such as Cough Syrup, Tylenol, pain relievers etc.

For the topical application of over-the-counter sunscreen, purell hand sanitizer and bug spray, the parent/guardian must complete a "Request for medication" form. Administration or application of medication must be documented on the prescribed form. Application of

nonprescription topical products and lotions, used only as a preventative measure, do not need to be documented.

Staff designated to administer prescriptions and nonprescription medications are posted in the center.

OUTDOOR PLAY

Research has shown children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill factored in) drops below 25 degrees and when the temperature exceeds 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, etc. On days outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. **Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.** Staff will be actively engaged with the children during outdoor and large muscle activities. Children well enough to attend the center are considered well enough to engage in outdoor activities.

PARENT PARTICIPATION

We welcome parent participation whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during our hours of operation. We do ask that upon entering the center, you let the director or a staff person know of your presence. We also encourage participation in conferences, fundraisers, lunch visits, and special events.

Staff is available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments when it is necessary to engage in any lengthy conversations. Staff wants to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended they first discuss it with the child's staff. If further discussion is necessary, the Program director would be the next contact person. The next person to assist with a resolution would be the Executive Branch Director.

We encourage parents to bring concerns up when they occur. Often they can be addressed when they are little problems. We realize that you trust us with your little ones, and we want our relationship to be a good one.

Center Policies and Procedures

TOY POLICY

The YMCA does not permit toys or other outside items to be brought into the program, unless staff has set aside a specific day to do so. In keeping with the Christian principles of the YMCA, toy guns, swords or other weapons or toys with sharp edges are not permitted. Electronic devices such as CD players, MP-3 players, IPODS, Gameboys, and cell phones are not permitted. Please guide your children in their choices of what to bring to the center. Staff may request that a particular toy not come to the program if such toy is causing problems among the children. Delicate toys or those that could lose pieces or be easily broken or lost should not be brought to the center. **For the safety of all persons in the Center, the YMCA reserves the right to examine the contents of backpacks, totes, etc. to determine that no weapons, either toy or real, are brought to the center.** The YMCA is not responsible for lost or broken toys.

CLOTHING AND SHOES

For full participation in our programs, we ask that parents adhere to the following guidelines when dressing their children each day:

- ✓ At least one extra pair of clothes must be at the center in case of any accidents.
- ✓ Tennis shoes (non-marking soles) must be worn daily.
- ✓ Children's shoes must cover the entire foot and be secured with ties or Velcro.
- ✓ Pants/shorts and should fit properly at the waist.
- ✓ Shirts spaghetti strapped or ill-fitted shirts are not permitted.
- ✓ Play clothes (clothing easier to care for) are preferred for both boys and girls as they are less restrictive and allow the child to fully participate in activities without worry of ruining their clothes during some of our messier activities.
- ✓ Proper swimwear must be worn for swimming activities. Girls **MUST** wear a one piece suit.

RESTING AND NAPPING

Children will nap in their classroom on an assigned cot/crib labeled with his/her name. Children over 12 months should bring in a special blanket to use during rest/nap time. Items will be sent home on Friday to be washed. Sleep sacks are provided for children under 12 months. Infants are placed to sleep on their backs without blankets, stuffed animals or pillows. Children who do not nap are required to rest and/or do quiet activities on their cots.

INFANT CARE

Diapers for Infants/Toddlers

Parents/Guardians must provide diapers and/or pull ups. Diapers/pull-ups are checked regularly. Diapers are checked, at least, every two hours and are changed immediately when wet or soiled. If you would like the diapers changed at a different time, you must request it in writing to the Director.

Infant Feeding

Parents will need to complete an Infant Preference form. Member's Mark formula will be provided by the center, but the parent/guardian may supply its own formula to the center. Breast milk is encouraged and must be labeled with the infant's name, date of milk expiration and will be refrigerated immediately upon receipt at the center.

Breastfeeding location

Our center provides a couple of locations for mothers to breastfeed and/or pump breast milk. They are located in the infant room and room off of the school age area.

FORMAL ASSESSMENTS

The program does not conduct formal assessments on enrolled children. The program does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

DEVELOPMENTAL SCREENINGS AND ASSESSMENTS

Assessments and screening are conducted within 60 days of entry into the classroom. Assessment results are not shared with ODJFS pursuant to 5101:2-17-02 of the Administrative Code. All results are shared with parents. When results are of concern, parents and the appropriate service provider are connected to support early intervention. Developmental Assessment/Screening tools used are: 1) Devereux Early Childhood Assessment (DECA) 2) Teaching Strategies GOLD 3) Ages and Stages Questionnaire (ASQ).

VIDEO VIEWING

Videos are used on a limited basis. When videos are used, children have the option to participate in other activities.

BIRTHDAY & HOLIDAY CELEBRATIONS

See your program director or administrator for the policy on celebrating birthdays and holidays.

BITING POLICY/FIGHTING POLICY

Biting school age children is not acceptable behavior and will be considered an aggressive act. Suspension may be implemented with the recommendation that the parent seek medical advice from the child's physician. In addition there is a zero tolerance policy against fighting. Any child displaying physical aggression will be suspended. More than one incident of fighting may result in termination from the program.

RECORD TRANSFER POLICY

When it is time for your child to transition into a new classroom, the Permission and Transition Letter will be given to the parent/guardian to sign. This letter gives the center permission to transfer the child's records to his/her new classroom. If for any reason a child leaves our center there will be a Transfer Request for available to the parent/guardian to sign in order for the center to send records to a different provider. When a child is enrolled in our Preschool classroom and is getting ready to attend Kindergarten in the fall, the center asks the parent/guardian to sign a permission slip allowing the teachers to complete a Transitional Skills Summary assessment on the child. Within the agreement of the Transitional Skills Summary, permission will be granted to provide results to the child's chosen Kindergarten, as well as the parent/guardian.

TRANSITION INFORMATION POLICY

Transition Into the program: When children transition into our program the parents/guardians can schedule a tour of the center and an opportunity to meet with their child's teacher as well as let the child have at least 30 minutes playing/participating in the classroom. Each child is provided a cubby space for personal items as well as a crib/cot.

Transition Within the program: Within the center children will transition from age group to age group. They will transition when they meet the age requirement for a classroom and/or appropriate age development standards such as being potty trained. Prior to the child transition, the teacher has a conversation about transitioning with the parent. Once a transition start date has been confirmed with the parent, the center has a form both parent/guardian and director sign that states which room the child is moving to, the transition dates and times and the projected day the child will be starting full time in the new classroom. Infant/Toddlers transitions can take up to one month. The center will extend the transition period if child is having trouble with the change. When the child is moving into a new classroom we will bring the child into the new room for a couple hours each day for up to a month. The child will get a cubby and coat hook as well as cot/crib assigned to them in new classroom during the transition period. If the child is happy and wants to stay in the classroom, he or she may do so. If the child is having trouble with the change in classrooms the transition will be extended or put on hold until a future date.

Transition Meeting: Parents/Guardians are given the phone number to the office and are encourage set up a meeting with director and new teacher. In this meeting, the administration and parent will fill out the transition meeting form, documenting expectations, concerns, child's strengths and goals the family would like us to work on with their child. During this time the transition activities will be reviewed to help support parents during transitions. If a meeting is not scheduled, the parent will be asked to complete the

form by face-to face, email and/or phone communication. The new teacher will also meet parents and ask for input on making the transition easier.

Transition out of the program: When a child is transitioning out of our program to attend Kindergarten we provide the children with a Transition Skills Summary assessment in which the results are sent to the Kindergarten of the parent/guardians choice as well as a copy to parent/guardian. The Center also has an End of Preschool party for the children attending Kindergarten in the fall as a way to say goodbye to their preschool friends and teachers.

Other transitions out of our program can include a celebration in which the children will get to say goodbye to their friends and teachers. Teachers will also give families children's files and/or portfolios. When a child is aging out of the program, the center will also provide a Home Alone brochure to parents.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. 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 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 Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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>

