



Cypress Christian Schools

Daycare
Parent Handbook

Cypress Christian Daycare
377 Alton Darby Creek Road
Galloway, Ohio 43119
614-878-8498

TAX ID #31-4393240

Director: Pamela Perkins (pamelap@cypressschools.tv)
Assistant Director: Patty Riebel (pattyr@cypressschools.tv)

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State Licensing Information

Licensing Information

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The center director and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Center director of his/her presence.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility 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.

*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.

ADA Information

The ADA requires that child care 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 child care center's programs and services.

- Centers cannot exclude children with disabilities from their programs unless their presence would pose a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program.
- Centers have to make *reasonable modifications* to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a *fundamental alteration*.
- Centers must provide appropriate auxiliary aids and services needed for *effective communication* with children or adults with disabilities, when doing so would not constitute an *undue burden*.
- Centers must generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the *readily achievable* standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be *fully accessible*
- We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities.

Staff Qualifications & Safety Policies

Each member of our staff is qualified and competent to care for each child, according to the child's needs. By ODJFS rule 5101:2-12-28, staff members are required to complete training in early childhood education and early childhood development, as well as CPR, Child Abuse Recognition, First Aid and Communicable Disease.

- No child is to be left unsupervised by staff or parents while at the center.
- There is to be no running in the building except for the directed physical activity in the large muscle room.
- Monthly fire drills will be held. Tornado drills will be held monthly the months of March-September. Lockdown drills are done quarterly. A record of the dates and times will be kept in the office.
- The school staff always has immediate access to a working phone.
- The fire and weather emergency plans are posted in each classroom.
- We require emergency transportation forms and health records for all children. An authorization form will also be required for children in need of special procedures or precautions due to health or handicapping conditions.
- The use of aerosol spray products is prohibited when the children are in attendance at the school.
- If an accident or the emergency transportation of a child occurs, an incident report will be completed by the school as prescribed by Ohio Law. A copy will be kept in the child's file with the teacher's, program director's and parents' signature. The parent/guardian will also receive a copy upon request.
- All Cypress Christian Daycare staff members are required by law to immediately notify the local public Children's Services Agency when a child shows signs of abuse or neglect.
- The Department of Child and Family Services is 1(866)886-3537. This number can be used to report a suspected violation by the center.
- In case of fire, the center will be evacuated and the program director will notify the proper authorities.

Ratios

The center will not exceed the following staff/child ratios and small group sizes for each age group:

<u>Age</u>	<u>Staff/Child Ratio</u>	<u>Small Group</u>
6 weeks-12 months	1:5	2:12
12 months -18 months	1:6	2:12
18 months- 2 ½ years	1:7	2:14
2 ½ years-3 years	1:8	2:16
3 years-4 years	1:12	2:24
4 years – 5 years	1:14	2:28

Emergency Plans

Emergency Plans

Should we need to evacuate due to fire or weather conditions or the loss of power, heat, or water, our emergency destination is the Cypress Student Center, which is located at the north end of the

parking lot. A sign will be posted on our door indicating that we have been evacuated and giving the location where children can be picked up. Parents will be contacted as soon as possible to come to pick up their children. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment forms.

Medical Emergency Plan

- A person trained in First Aid will be readily available at all times when the school is in operation.
- An emergency medical authorization statement must be completed by each parent/guardian upon enrollment and will be kept on file in the daycare office for ready reference when a child is in need of medical or dental treatment. The completed emergency medical/dental plan will be posted in the daycare office and each assigned classroom.
- Precautions are taken to prevent accidents and to ensure the safety of the children and adults at the center. However, should a minor accident occur, an emergency squad will take the child or adult to the hospital emergency room, if deemed necessary. If life threatening, the child will be taken to the nearest hospital to be stabilized, then, if possible, moved to a facility of your choice. Parents/guardians of the child involved will be notified immediately. Subsequent medical supervision, if necessary, is the responsibility of the parent/guardian.
- A report of any accident or illness will be completed and signed by the supervising staff member, program director, and the parents/guardians. The report will then be placed in the child's file and a copy given to the parent/guardian upon request.
- 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 would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Emergency evacuation for bomb threat, gas leak, etc. the following actions will be taken: take attendance roster, first aid kit, emergency contact information for children, account for all children, exit building to the primary evacuation spot which is the parking lot. Account for all children with a name to face check off. Follow instructions from emergency personnel as to whether to stay in that spot or to proceed to our secondary evacuation location. The secondary location is the youth center on the church campus. Parents will be notified as soon as possible. A sign will be posted in the front of center indicating that we have been evacuated and where they can pick up their child. We will complete an incident report and provide it to the parents. If there is a threat of violence we will secure children in the safest location in the building or outside. We will take attendance roster and contact 911/Police. In the event of the loss of power, water, or heat we will contact the utilities company to notify of outage and assess expected time of outage. We will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and the ability to follow sanitary hygiene practices. Administrator or designee will make the determination whether the center needs to be closed or not. In the event of a serious injury or illness we will stay with the injured/ill child at all times, summon additional help if needed to supervise the rest of the children. We will complete an assessment of appearance, breathing, and circulation. We will summon a staff member trained in first aid/communicable disease and determine whether EMS needs to be contacted. We will check the child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child and then contact parents. We will

provide basic first aid until EMS or a parent arrives. An incident form will be completed for the parents.

Facility Information

Onsite Support for Nursing

The center provides a private onsite nursing area located in room 230.

Parking

- Pay careful attention and drive slowly around the turns and through the lot. Stop at the end of each row and check for oncoming traffic.
- Please no cell phone usage.
- Keep your child/children close to you at all times. Children should not be running through or playing in the parking lot.
- Please park in designated parking spots. Curb areas must be left clear for emergency vehicles.
- Reserve handicapped spots nearest the building for vehicles with a handicapped placards.
- Do not leave valuables or children in your vehicle.
- Children should be walked in by an adult.
- If you should need assistance at drop-off, please call our daycare office at (614)878-8498.

Cleaning & Sanitizing

- Common Areas: Cypress Christian Daycare will work with the facilities team to ensure all areas are cleaned and sanitized daily.
- Restrooms: Restrooms will be sanitized several times a day.
- Toys and Tables: Staff will sanitize toys as needed throughout the day. Tables will be cleaned and sanitized after meals and at the end of the day.
- High Touch Surfaces: Staff will take steps to limit student contact with high touch surfaces. This includes staff being responsible for opening doors, turning on lights, etc...

Program Information

Statement of Philosophy

Cypress Christian Preschool and Daycare is a Christian organization sponsored by Cypress Wesleyan Church. Overall daily operation is provided by the Preschool Program Directors and Daycare Program Directors.

Our educational philosophy is based on the belief that early Christian education provides an essential part of the development and growth of an individual. Therefore, it is our desire to guide and nurture each child by providing learning experiences in the areas of spiritual, social, emotional, physical, cognitive, and language development. It is our goal that as an atmosphere of Christian love surrounds the children; they will develop attitudes that will enable them to reach their full God-given potential in each area of development.

Admission Policies and Procedures

To enroll at Cypress Christian Daycare, an interested parent/guardian should contact the center to discuss the philosophy, policies, and procedures of the program. The parent/guardian may be given a tour of the facility and will discuss the specific program their child will be enrolled in. A Brightwheel

account must be created to access the online registration form. The daycare staff will notify the parents via Brightwheel regarding available spots and will invoice families for the registration fee. Additional enrollment forms must be completed and returned before an enrollment date can be set for the child. **ALL DOCUMENTS MUST BE COMPLETED AND ON FILE IN BRIGHTWHEEL WITH THE PROGRAM BEFORE YOUR STUDENT MAY ATTEND.**

Required Documents

- Confidential Application for Admission through Brightwheel
- Child Enrollment and Health Info/ Emergency Transportation Authorization (ODJFS 01234)
- Child Medical Statement (ODJFS 01305)* – Print and have completed by a doctor.

*This form is valid for 365 days from the date of exam and may need to be updated during the school year. Failure to secure an updated Child Medical Date within 30-days of expiration will result in your child not being able to attend until an updated Child Medical Statement is received.

- Handbook Acknowledgment
- Tuition Agreement

Enrollment is on a first come-first served basis. Cypress Christian Daycare will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, and disability or vaccination status.

Statement of Faith

The congregation of Cypress Wesleyan Church is comprised of people from many church/religious backgrounds. We are confident in the Bible as our written source for spiritual truth. We believe that personal faith in Christ is our primary hope of final salvation. We look to Christ as our example for life. We need each other for effective spiritual growth and maturity in our Christian walk of life. Below is a basic creed.

We Believe:

- That the Bible is unparalleled in its divine inspiration and in its complete accuracy and authority as God's revealed source of faith and truth to us.
- In one God, beside whom there is no other and whose nature and activity is supremely revealed to us through His expression of Father, Son (Jesus Christ), and Holy Spirit.
- That human nature involves the image of God, in part, but also displays the universal tendency toward the practice of sin, which is basically rebellion (active or passive) against God.
- That Man's ultimate and most urgent needs are an awareness of his condition before God and a new life with Him, through Christ.
- That Jesus Christ is God's unique revelation of Himself to us in human form, and His chosen pathway for our salvation, by virtue of His birth, life, death, resurrection and present intercession for us.
- That the way to salvation is through confession, forgiveness of sins, and personal acceptance by faith of Jesus Christ as personal Savior and Lord.
- That our lives should seek to "...reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:13, NIV).

Communication and Parent Involvement

Regular Communication

Communication is an important part of the school/parent relationship!

We are excited to partner with Brightwheel as our primary communication tool to send updates, share pictures and more! A Brightwheel account is required for registration, to update financial information, add/drop authorized pickup people and communication.

Visitor Policy

We have an open-door policy at Cypress Christian Daycare. Visiting parents may observe and/or visit their children at any time during their child's scheduled class time. A daily schedule will be posted in your child's classroom, and you may also ask for a copy at the office. Please give consideration to the group's schedule.

Concerns and Conferences

If parents have concerns or questions at any time, it is recommended that they speak to the child's teacher first, then to the center administrator. We realize you are trusting us with your precious little ones and we want our relationship to be a good one.

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 appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into big ones.

Photographs and Video Taping

Children are often photographed (or videotaped) during spontaneous occasions. There are occasions when your child's photograph (or video) may appear on publications (including social media) or materials related to the center unless we have been otherwise notified. Please notify the daycare office if it is your desire that your child not be photographed.

Transitions

Transitioning into your program:

- Parents call to inquire about our facility and wait list status or check out website. If accepting applications, we will set up a tour and direct them to the link to complete the application and profile on Brightwheel.
- When time to actually enroll the child a time can be set up for family to meet with the teacher and classmates.
- Parent brings child on first day of enrollment, some parents choose to stay a while in the classroom and others drop off and leave. Parents are encouraged to call and check on their child if they would like.

Transitioning from one classroom to another classroom:

- Parents are notified of the movement and given a Transition Agreement form to sign if acceptable. In this agreement we list what room the child will be moving to and the days and times they will visit.

Transitioning into kindergarten:

- Throughout the year the teachers work on kindergarten readiness skills with their children.
- At the end of school year we have a celebration for those friends who are leaving to go to kindergarten.

Transitioning from the program:

- Teachers will discuss during circle time that one of their friends will be leaving the classroom or center.
- Parents usually bring in a special treat to share with the class as a way of saying good-bye to their friends.

Discipline Policy

The daycare staff member supervising a group of children shall be responsible for their discipline in keeping with the policy established by the center. Child training and discipline will be handled with kindness, consistency and understanding in accordance with the individual needs of each age group and each child. The staff will discuss the rules thoroughly with children and explain why it is necessary to have them. We do not want the children to hurt themselves and/or others. We want them to learn to respect other people and their property.

Discerning right from wrong is a continual learning process. We will talk to a child when unacceptable behavior occurs, and to be sure he/she understands the rules and why they exist. If the behavior continues, the child may be separated from the group in the classroom for a "time out". "Time out" will be for one minute per age of the child. It is hoped that this will encourage the child to understand the importance of acceptable behavior.

In cases when the staff member and child cannot come to a satisfactory solution in the classroom, the director and parent will be made aware of the situation in order to support each other in resolving the situation. In extreme cases, involving the chance of injury or destruction of property, it may be necessary to require that the child be withdrawn from the daycare. Disenrollment may also be necessary if parental participation and cooperation in resolving the issue doesn't occur. This would also include a parent that speaks or acts aggressively toward a staff member.

In accordance to rule 5101:2-12-22 OAC, there will be no physical discipline administered in our daycare. Physical restraint or denying of food as discipline is not allowed. Use of abusive language or attacks on the child's self-worth are not to be used to shame a child into conforming to the rules of behavior. Techniques of discipline shall not humiliate, shame, or frighten a child. Any instances of such practices are to be reported to the program director. There will be no cruel, harsh, or unusual punishment, such as, but not limited to, punching, pinching, shaking, or biting. No discipline technique shall be delegated to any other child. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents. These policies as stated above apply to all employees of the center.

In a successful daycare environment, limits must be set. Once set, these limits must be clearly communicated and strictly enforced. No matter what the inappropriate behavior may be, children need to be reassured that it is the behavior that is unacceptable and not the child. We believe discipline is necessary to make children feel safe and loved.

Daily Operations

Hours of Operation

The daycare is open year round, 6:30 a.m. - 6:00 p.m., Monday – Friday, except for the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, two days for Thanksgiving and two days for Christmas, as well as 2 professional development days. Exact dates will be posted. In regards to the daycare closing due to inclement weather, we will send out a message on Remind/Brightwheel. The daycare is separate from the school/preschool, so the notification will come specifically from the daycare.

Late Pick-Up Policy

The center closes promptly at 6:00 p.m. Late Pick-Ups will be charged \$1/minute late. Payment of the late fee will be charged to your Brightwheel account. Please notify the office if you are going to be late. This fee will continue to accumulate until you have exited the building. We will do as much as possible to have your child ready for your arrival.

Delivery and Release of the Child

Each child must be taken directly to and from his/her classroom by a parent/guardian. Under no circumstances is a child to be dropped off outside the building. Each teacher will keep attendance to mark your child's arrival and departure time. Once a child is released from the classroom, they should remain with their parent/guardian. Please make sure the teacher responsible for your child knows that he/she has arrived or is leaving.

Students will only be released to individuals listed on the student's authorized pick-up list. Staff may require photo identification at any time. If you need to add or remove an individual from your child's authorized pick-up list, please login to your Brightwheel account. If your child is to be picked up by an individual who does not routinely come, but is on your child's authorization list, please notify the daycare office. This will help to eliminate confusion at pick up. If an "unauthorized" person arrives to pick up your child, the child will not be released and the program director will be notified immediately. The program director will then call the parent/guardian to determine if the child should be released to the person.

Court Orders and Custody Papers

Cypress Christian Daycare recognizes that both parents have a legal right to be part of their child's life. The school denies a parent access to their child ONLY if there is a legal document, which addresses that denial. We will need a letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child. In addition, we need a certified copy of the current court order which states the rights or restraints ordered. We will not accept information regarding the validity of orders over the phone. Only written instructions will be accepted. Visitation with the non-custodial parent will not be permitted to take place at the school.

Arrival from Other Programs

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive 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 parents to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

Attendance

There is no attendance requirement for daycare. However, if your child is going to be absent on a regularly scheduled day, please notify the daycare office at 614-878-8498.

Vacation

- Each child attending Cypress Christian Daycare is allowed 2 weeks of vacation per year (tuition would be half rate for the vacation week).
- Vacation time is figured from January 1 to December 31.
- Vacation time cannot be accumulated from year to year.
- Vacation time must be taken a full week at a time (5 consecutive week days).
- Please notify the director at least one week in advance when you are planning to take your vacation, so that accurate records may be kept and your account adjusted.

Leave of Absence

If your child needs to leave the center for an extended period of time for any reason, please see the director to see if you are eligible for tuition relief. This is determined on a case by case basis. We also have the option to "hold" your spot if you are going to be out for 3 weeks or longer. The "hold" fee is currently \$25.00 a week and may be used for up to 12 weeks.

Withdrawal

It is expected that families will give the daycare a two-week written notice upon withdrawal from our program.

Daily Schedule

Here is a sample of what the daily schedule looks like for each age group.

Infant's daily schedule will consist of activities developmentally appropriate to their age, including, but not limited to:

sensory perceptual motor skills	gross motor skills	feedings whenever needed
language arts/ music	fine motor skills	diaper changes at least every 2 hours
manipulatives	dramatic play	

An example of an average day at daycare for a **18 – 24 months** may be:

6:30 – 8:00	arrival and free-play
8:00 – 9:30	music and movement / stories and songs / breakfast
9:30 – 9:45	large muscle play (indoor or outdoor)
9:45 – 11:15	circle time / art / learning centers
11:15 – 11:45	lunch
11:45 – 1:00	quiet play / story time
1:00 – 3:00	nap
3:00 – 4:00	snack / learning centers
4:00 - 6:00	large muscle (indoor or outdoor) / departure

An example of an average day at daycare for a **24-36 month old** may be:

6:30 – 8:00	arrival and free-play
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8:00 – 9:30 music and movement / stories and songs / breakfast
9:30 – 9:45 large muscle play (indoor or outdoor)
9:45 – 11:15 circle time / art / learning centers
11:15 – 11:45 lunch
11:45 – 1:00 quiet play / story time
1:00 – 3:00 nap
3:00 – 4:00 snack / learning centers
4:00 - 6:00 large muscle (indoor or outdoor) / departure

An example of an average day at daycare for a **3 - 5 year old** may be:

6:30 - 7:00 arrival and free-play in designated room
7:00 - 8:00 arrive in classroom and table top toy play - fine motor skills
8:00 - 9:00 restroom break / wash / breakfast
9:00 - 9:30 circle time
9:30 - 11:00 art / science / learning centers
11:00 - 12:00 lunch / small group activities
12:00 – 1:00 large muscle time (indoor or outdoor)
1:00 – 3:00 quiet activities / nap
3:00 – 3:30 snack
3:30 – 5:00 art / learning centers
5:00 – 6:00 large muscle (indoor or outdoor) / departure play, with options for free art and quiet play

Learning Centers may include:

Dramatic Play	Art Center
Literacy Center	Sensory Table
Writing Center	Math Manipulatives
Science and Nature Table	
Small Motor Manipulatives	
Blocks and Transportation	
Quiet Area with reading and puzzles	

Please note that this is an example of the daily routine. The teachers will adapt their schedules to best meet the needs and interests of their classrooms. All classes include a nap time/ resting period each day. We do not conduct formal assessments on enrolled children and we do not report child level

data to ODJFS.

Curriculum

Our first and foremost goal here at Cypress Christian Daycare is to provide a caring and nurturing environment that is sensitive to the needs of your child. Our curriculum is aimed to provide developmentally appropriate learning experiences that build progressively as the children continually discover and acquire new concepts and skills in the areas of cognitive, physical, spiritual and social development. Our curriculum is designed to take an active approach to learning. We will strive to make learning fun and exciting, because we believe this enhances learning experiences. Social and communication skills will also be an integral part of our classroom routines. Our teachers will be working hard to provide a variety of activities, materials and learning experiences that introduce, reinforce and extend desired skills and concepts at all levels. The curriculum is divided in to seven major areas of focus; social and spiritual development, gross motor, fine motor, reading, math and basic readiness skills. Following is a list of basic concepts that your child will be working toward in each of these areas.

Social Development

Manners
Sharing
Turn Taking
Cooperative Play
Following Directions
Carrying on conversations
Basic Hygiene Skills
Organizational Skills
Attention Span
Self-pride and confidence

Gross Motor

Walking
Running
Jumping
Skipping
Climbing
Balancing
Coordination
Using a ball

Fine Motor

Manipulate writing, drawing
and coloring tools
Scissor Skills
Gluing
Block Play
Puzzles
Using Manipulatives
Dressing Skills
Writing and drawing skills

Math

Colors
Shapes
Numerals
Counting
Positions
Ordering
Comparing
Patterning
Opposites
Problem Solving

Reading

Book knowledge
Print knowledge
Letters
Characters
Recalling Details
Sequencing
Retelling
Predicting
Basic comprehension
Finger plays and rhymes
Problem Solving

Basic Readiness

Name
Birthday
Phone number
Address
Colors
Shapes
Alphabet skills
Numerals
Counting
Using art materials

Spiritual

Gain knowledge of God through
His word.
Experience God's goodness
through the world around us.
Discover God's purpose in our
lives.

Water Activities

During the summer months, the children may participate in water activities. These may include sprinklers, squirt bottles and water tables. The children will be supervised at all times, and state ratios will be maintained.

Outdoor Play Policy

The daycare shall provide outdoor play each day in suitable weather for toddlers and preschool children who are in attendance for four or more consecutive daylight hours. Suitable weather is defined as not raining, or with high winds, where the temperature is not below 25°F or above 90°. The center may also limit outdoor play if the heat index is at a caution or above level. If outdoor play is not possible, large muscle play will be held indoors.

Field Trips

The daycare may take periodic field trips. A parent or guardian will need to transport and accompany their child on the trip. **The teachers and staff cannot be responsible for the children.** We will have staff available to supervise children that are not able to attend the field trip.

Clothing

On the first day of school we ask that you bring along extra changes of clothing, (labeled with child's full name) including pants, shirt, underwear and socks. The clothes can be kept in their backpacks. You will need to check these items throughout the year to ensure that they still fit and are season-appropriate. Should we need to change your child we will send home the dirty clothing and you will need to replace the extra set of clothes. We recommend weather appropriate comfortable clothes, closed shoes they can run and jump in and clothes they can get messy. Please be sure all coats, jackets and sweaters are labeled as well.

Birthdays & Holidays

You may bring a snack to share with the class. Please discuss plans with your child's teacher in advance. To prevent hurt feelings please do not send party invitations to school unless you are inviting the whole class. To invite only a few students, please give the invitation to the office to pass on to the parents.

Daycare Meals

Breakfast and afternoon snack are included in your weekly tuition. Please provide a packed lunch for your child which includes meeting one-third of your child's recommended daily dietary allowance. Please check with the office for additional information on the daily dietary allowance.

Personal Items

It is requested that children do not bring toys or other items from home except on designated "Show and Tell" days. Each child will be provided with their own cubby to place personal belongings, including back packs, in during their hours at the center. We are not responsible for personal items that are brought to the center that are lost or broken. Jackets/Sweaters should be clearly labeled with the child's name.

Additional Health and Wellness Information

Health & Medical Conditions (Includes Food Allergies)

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to list all allergies on the State Child Enrollment and Health Info (ODJFS 01234).

If your child has an allergy that requires us to administer medication, we will need you to complete a Child Medical/Physical Care Plan Form (ODJFS 01236) as well as a Request for Administration of Medication (ODJFS 01217) for each medication.

There are specific forms that need to be filled out if your child has severe allergies that require monitoring and intervention in case of an allergic reaction. We are continually aware of the children with allergies in our center. Although we will use our best efforts, we cannot guarantee that other

parents or children will be as conscientious, therefore, we cannot guarantee your child will not come in contact with an items that may affect them while they are at the center.

Medications and Modified Diet

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the center administrator for more details. A "General Policy for Medication" handout is available to determine if a physician's signature is required.

Medication must have a prescription label with the child's name, dosage, time, and why it is being given. It must be in the original container and will only be administered upon receiving written doctor's orders. Medication must be stored out of reach from children and a student may not carry his/her medication with him or leave it in their backpack.

Staff will be trained in the recognition of common childhood illnesses by attending the American Red Cross or an alternate state approved course or class. The Red Cross course on communicable diseases teaches proper hand washing and disinfecting techniques to our staff. When a staff member becomes ill, the same policies will apply. An approved substitute will be arranged to cover the class.

Immunizations

The Ohio Department of Health recommends that children be immunized. However, we do not exclude a child who has not been immunized. If your child is not immunized for a specific disease, we ask that you keep him/her home if there is an outbreak of that disease. This is for the safety of your child and all others.

Management of Communicable Diseases

A chart of communicable disease symptoms and information is posted in the program director's office. If your child has been exposed to a communicable disease at the center, a note will be posted outside of the classroom involved.

Where there are questions concerning illness, please use the following guidelines that are in accordance with licensing rule 5101:2-12-33. A child with any of the following signs or symptoms of illness will be immediately isolated and discharged to his/her parent or guardian.

- Temperature of 100° F, taken by the auxiliary method, when in combination with any other sign of illness.
- Diarrhea – three or more abnormally loose stool within a 24-hour period
- Severe coughing, causing the child to become red/blue in the face, or making a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Evidence of lice, scabies or other parasitic infestations**
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

**A child must remain out of the center until, upon inspection from the program director or appointee, the child is found to be completely free of lice and nits. Regardless of medicated shampoo treatments, the child must be completely nit free.

A sick child that is isolated will always be supervised and will be made comfortable. The parent/guardian of the child will be notified by telephone, and the child will be discharged

(within one-half hour or less, of notification) to the parent/guardian or authorized person. **The child may return to the center when all symptoms, including fever, have been gone for 24 hours without the use of medication.** If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

When the children are exposed to a communicable disease, a notice will be posted on the counter near check in.

If a child is brought to the office and shows no signs of illness but claims to be feeling bad or appears to be feeling ill, the parent/guardian will be notified.

Covid Policy (Updated 07/2022)

In the case that a child tests positive for Covid, they must remain home for 5 days after a positive test and can return with a mask for days 6-10. In the event that the child cannot mask they must remain home for the full 10 days.

Financial Information

Our center exists as a non-profit organization, with tuition and fees established to help with the basic cost of operation. Weekly tuition is as follows:

	<u>Weekly</u>	<u>3 days (if available)</u>	<u>2 Days</u>
Infants	\$310.00	\$200.00	\$155.00
(6 weeks – 18 months)			
Toddlers	\$285.00	\$200.00	\$155.00
(18 months-24 months)			
Toddlers	\$280.00	\$185.00	\$145.00
(24 months-3 years)			
Pre-Kindergarten	\$255.00	\$185.00	\$145.00
(3-5 years and potty trained)			

Discount for 2 siblings in Daycare – 5% off total tuition

Discount for 3 or more siblings in Daycare—10% off total tuition

***Tuition costs remain the same regardless of daily absence, holiday, staff training, or inclement weather days.**

Brightwheel Tuition Accounts

A Brightwheel account is required, we do not accept payments via cash or check. Payments made with a checking account will be charged a \$0.90 fee per payment. Payments made with a credit card will be charged a 2.9% fee per payment.

Late Tuition Fees

A late fee of \$10.00 will be assessed if payment is not received by Thursday of each week. If two weeks go by with no payment or a satisfactory arrangement with the program director has not been made, your child will be withdrawn until payments and charges are current and a space is available

Withdrawal From the Program Due to Non-Payment

A child may be removed from the program when the tuition account is overdue. If no payment or a satisfactory arrangement with the program director has not been made, your child will be withdrawn until payments and charges are current and a space is available.

Withdrawal From the Program Due to Incomplete Paperwork

A child may be removed from the program when the state required enrollment forms are incomplete or past due.

- Registration Form – Upon submitting your registration form, administration will make three attempts via email to secure your registration fee. After three attempts, your registration will be withdrawn and you must re-submit if you wish to continue.
- Ohio Enrollment and Health Information for Child Care (JFS 01234) – This document must be on file in order for you student to start school. Failure to complete this document by the assigned deadline may result in a delay in your child's enrollment. Tuition rates will not be discounted.

Ohio Child Medical Statement for Child Care (JFS 01305) – This document must be on file in order for you student to attend school. Child medical statements are valid for thirteen months from the date of exam. Medical statements must be updated yearly, this document needs to be signed and dated by your child's doctor with immunization record attached. You will receive an email thirty days prior to expiration. Failure to complete this document by the assigned deadline may result in a pause in your child's enrollment. Tuition rates will not be discounted.

Additional Charges due to Court Appearances

If a staff member is subpoenaed to court to testify, it is expected that the party for which the subpoena was issued will pay the wages and expenses of the staff member. The school will have to provide a substitute in the staff member's absence.