

# Parent Handbook -Daycare-



Cypress Christian Schools

2021

**Cypress Christian Daycare  
377 Alton Darby Creek Road  
Galloway, Ohio 43119  
614-878-8498  
TAX ID #31-4393240**

Cypress Christian Preschool and Daycare is a Christian organization sponsored by Cypress Wesleyan Church. Overall daily operation is provided by the Preschool Director and Daycare Director. This center is a privately owned and operated non-profit daycare. The center is licensed by the Ohio Department of Jobs and Family Services, and is approved to operate as a daycare. The daycare is for children from the ages of six weeks through 5 years, but not yet in kindergarten. A preschool curriculum is part of the daycare schedule. In order to accept a five year old, net yet in kindergarten, they will need to be considered a "peer" role model for the four year old classroom. Any child who has had a history of behavior issues within the daycare may not be eligible to be enrolled in the four year old classroom. A "peer" role model is a child who is following a typical pattern of development, has age-appropriate verbal skills, and an ability to participate in group and play situations using age-appropriate independence and social behavior.

**STATEMENT OF PHILOSOPHY AND PURPOSE**

Our educational philosophy is based on the belief that early Christian education provides an essential part of the development and growth of young children. Therefore, it is our purpose to honor God by providing quality care in a loving and safe environment where children can develop spiritually as they grow emotionally, physically, socially and cognitively.

**LICENSING**

The license and inspection reports for the current licensing period are available at the daycare office. The laws and rules governing child day care are available at the center for review upon request. The center's licensing record, including compliance report forms and evaluation forms from the Health, Building, and Fire Departments that inspect the center, are available upon request as well. Any person may call the Ohio Department of Job and Family Services toll free at 866-886-3537 option 4 to report a suspected violation by the center.

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

<b>Age</b>	<b>Staff/Child ratio</b>	<b>Small Group</b>
Infants 6 weeks to 12 months	1:5	2:12
12 months to 18 months	1:6	2:12
18 months to 30 months / 30months to 36 months	1:7 / 1:8	2:14 / 2:16
3 year olds	1:12	2:24
4/5 year olds	1:14	2:28

### **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 will be given a tour of the facility and will discuss the specific program their child will be attending. Also at this time, the parent/guardian will receive an enrollment packet. The enrollment forms, along with a \$50.00 deposit, must be completed and returned before an enrollment date can be set for the child. The enrollment packet will include:

- ✓ Confidential Application for Admission
- ✓ Signed Emergency Transportation Authorization
- ✓ State Child Enrollment and Health Info
- ✓ Statement of Faith
- ✓ State Child Medical Statement
- ✓ Tuition and Fee

Cypress Christian Daycare will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability, vaccination status or national origin.

### **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 ask that you watch Channel 4, 6 or 10. The daycare is separate from the school/preschool, so please watch specifically for the daycare.

### **STAFF QUALIFICATIONS**

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.

### **VISITATION GUIDELINES**

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. For security purposes, ALL PARENTS AND VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL to receive a visitors badge.

### **DELIVERY AND RELEASE OF THE CHILD**

**Each child must be taken directly to his/her classroom.** Under no circumstances is a child to be dropped off outside the building or left at the door. Each teacher is to keep a class list to mark your child's arrival and departure. Please make sure the teacher responsible for your child knows that he/she has arrived or is leaving.

Children will only be released to their parents/guardians or persons who have been authorized, in writing, on the appropriate paperwork in your child's file. Changes in authorization must be done in writing and submitted in advance to the program director's office. 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 office. This will help to eliminate confusion at dismissal time. Authorization cards are kept in the office for reference. The center is authorized to ask for identification should there be any question concerning who is picking up your child.

If an "unauthorized" person arrives to pick up your child, the child will not be released. The director will be notified immediately. The director will then call the parent/guardian to determine if the child should be released to the person. If there are issues involving custody, it is imperative that we know who can legally pick up your child. Supplying us with a copy of the divorce or custody papers gives us that information.

### **COURT ORDERS AND CUSTODY PAPERS**

Cypress Christian Daycare recognizes that both parents have a legal right to be a 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 to have 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 instruction will be accepted. Visitation with the non-custodial parent will not be permitted to take place at the school.

### **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.

### **ATTENDANCE**

If your child is not going to be in attendance on a regularly scheduled day, please contact the office at 614-878-8498.

### TUITION AND FEES

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>
<b>Infants</b> (6 weeks – 18 months)	\$300.00	\$190.00	\$150.00
<b>Toddlers</b> (18 months-24 months)	\$275.00	\$190.00	\$150.00
<b>Toddlers</b> (24 months-3 years)	\$270.00	\$175.00	\$140.00
<b>Pre-Kindergarten</b> (3-5 years and potty trained)	\$245.00	\$175.00	\$140.00

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

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

#### **Nonrefundable Registration Fee:**

\$50.00 per child. In order to be placed on the daycare enrollment list, the registration fee must be paid when your enrollment paperwork is received.

#### **Payments:**

- ✧ **Payments are due on Monday of each week.** Checks should be made payable to Cypress Christian Daycare and may be dropped off in the office.
- ✧ **Payments made using Tuition Express will be withdrawn on a bi-weekly or monthly basis only.**
- ✧ 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.
- ✧ A service charge of \$25.00 will be assessed for each returned check. The account must be brought up to date within two weeks of notification of the returned check. If the center receives a second returned check, future tuition payments must be made by cash, cashier's check or money order.
- ✧ Tuition costs remain the same regardless of daily absence, holiday, staff training, or extreme weather days.
- ✧ If your child is out sick with a doctor's excuse, your tuition may qualify for an adjustment. Please see the director for details.
- ✧ If your child is on vacation for an entire week (5 consecutive week days) with prior notice, your tuition will be decreased 50% for that week. See Vacation policy.

### **VACATION**

- Each child attending Cypress Christian Daycare is allowed 2 weeks of vacation per year.
- 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 in writing (forms available) 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.

### **LATE PICK UP POLICY**

The center closes promptly at 6:00 p.m. Please notify the office if you are going to be late. Should it be necessary to pick your child up after 6:00 p.m., a late charge of \$1.00 per minute will be billed to your account the following week. 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.

### **LEAVE OF ABSENCES**

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.

## 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

### **Basic Readiness**

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

### **Spiritual**

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

**DAYCARE**  
**SAMPLE DAILY SCHEDULE**

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
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.

**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 will 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.

## **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.

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.

### 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 week 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.

### 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.

### DAYCARE MEALS

Breakfast, lunch, and afternoon snack are included in your weekly tuition. Because the center provides the above meals, we recommend that you do not bring any outside food or drink into the center. By eliminating the food being brought into the center, we can further protect our children who have severe allergies to peanuts and eggs. Monthly menus will be provided.

### ALLERGIES

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.

### BIRTHDAYS

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 mail the invitation directly to their home. Please see the office for addresses. **Do not send any food that contains peanuts, peanut butter, peanut oil or any other nuts because of allergies.**

### ONSITE SUPPORT FOR NURSING

The center provides an onsite nursing area located in the infant room (Room 230).

## **PARENT PARTICIPATION**

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during the hours of operation. Parents are invited to attend field trips, class parties, and special events or simply stop in to join the daily fun. 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 bigger problems. We understand that you have entrusted us with your little ones and we want our relationship to be a good one.

## **TRANSITIONS**

Transitioning into your program:

- Parents call to inquire about our facility and wait list status. If accepting applications, we will set up a tour and give out parent handbook and application at that time. Parents then return application and are put on the wait list.
- When time to actually enroll the child we set up a time to for family to meet with the teacher and classmates. Some families come in once while others come back 2 or 3 times to visit depending on the needs of the child.
- 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.
- We have talked about visiting the kindergarten classroom at Cypress School.

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.

### **CHILDREN ARRIVING TO THE CENTER 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.

### **PHOTOGRAPHS AND VIDEO TAPING**

Please notify your child's teacher and the Director if it is your desire that your child not be photographed. Children are often photographed during spontaneous occasions and if you do not want your child's photograph taken you must notify us in writing. There are occasions when your child's photograph may appear on publications or materials related to the center unless we have been otherwise notified.

### **PARKING**

Please use caution when driving through our parking lot. We have parking spaces for your convenience and ask that you enter and exit using appropriate driveways. Please do not leave children unattended in your car. Do not leave purses in parked cars. We are not responsible for any loss or damage while in our parking lot.

**DO NOT LEAVE YOUR CAR ENGINE RUNNING!**

### **SAFETY POLICIES**

- ◆ No child is to be left unsupervised by staff or parent 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. 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.
- ◆ In case of fire, the center will be evacuated and the director will notify the proper authorities.

### **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 Youth 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 insure 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 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 injured/ill child at all times, summon additional help if needed to supervise the rest of 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 parent arrives. An incident form will be completed for the parents.

### **MANAGEMENT OF COMMUNICABLE DISEASES**

A chart of communicable disease symptoms and information is posted in the daycare office. When there is a question 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.

- ❖ Severe coughing, causing the child to become red/blue in the face, or making a whooping sound
- ❖ Diarrhea – 3 or more abnormally loose stools within a 24-hour period
- ❖ 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
- ❖ Temperature of 100° F, taken by the auxiliary method, when in combination with any other sign of illness
- ❖ Untreated infected skin patch or patches
- ❖ Unusually dark urine and/or gray or white stool
- ❖ Vomiting
- ❖ Unexplained body rash
- ❖ Sore throat or difficulty in swallowing
- ❖ Stiff neck
- ❖ Evidence of lice, scabies or other parasitic infestations\*\*

\*\*A child must remain out of the center until, upon inspection from the 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 on an available cot. 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. 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 at the front desk.

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.

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 that does not have a prescription label must be clearly marked by the parent 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. If over-the-counter medications are to be given, it must be age appropriate and in its original container and a medication form must be on file. Over-the-counter medications will not be administered for more than three days without instructions from a physician.

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.

### **GRIEVANCE POLICY**

If parents have concerns or questions at any time, it is recommended that they speak to the child's teacher first, then to the director. Please feel free to bring concerns to our attention as they occur. Staff members fully realize that you are trusting us with your precious little ones and we want our relationship to be a good one.

**WE ARE PLEASED TO HAVE YOU CONSIDER CYPRESS CHRISTIAN DAYCARE AS THE PLACE WHERE YOUR CHILD/CHILDREN WILL RECEIVE CARE AND TEACHING. WE PLEDGE TO DO OUR BEST TO SERVE YOU AND YOUR FAMILY WITH CHRISTIAN LOVE AND GRATITUDE.**



### **INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

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.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

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.**

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