



Parent Handbook

445 Avon Belden Road Avon Lake, Ohio 44012

PHONE: 440-933-0099 FAX: 440-933-0098

Email: nextgeneration@centurytel.net

www.nextgenerationchild.com

TIN 73-1734789

Welcome to The Next Generation Child Development Center, Inc.! The following may be helpful to parents wishing to enroll their children in our program.

DAYS AND HOURS OF OPERATION

The center's hours of operation are Monday through Friday from 6:00a.m. to 6:30p.m. The center will be closed on the following holidays:

| | | |
|----------------|----------------|----------------------------------|
| New Years' Day | Fourth of July | Thanksgiving Day & the day after |
| Memorial Day | Labor Day | Christmas Day |

Should the center be forced to close or delay opening due to inclement weather, you will be notified through public announcement.

The center reserves the right to close early on Christmas Eve, New Years' Eve, and the evenings of particularly special events scheduled for the children and their families.

Adequate notice of early closing will be posted throughout the center.

CENTERS GOALS AND PHILOSOPHY

The Next Generation Child Development Center, Inc. is designed to provide care for children while away from their parents. We aim to provide the opportunity for safe, supervised play and social development with children of the same age. Because children have a spontaneous interest in discovering and learning, we expose the children to a wide variety of learning experiences.

STAFF AND CHILD RATIO

License Capacity:

| Infants | Walkers | Toddlers | Pre-School | School Age | Total |
|---------|---------|----------|------------|------------|-------|
| 12 | 6 | 14 | 52 | 36 | 120 |

State Mandated Child/Staff Ratios:

1:5 Infants (less than 12 months or 2:12 if two staff members are present)
1:6 Infants (12 months but less than 18 months)
1:7 Toddlers (18 months but less than 2 1/2 years)
1:8 Toddlers (2 1/2 years but less than 3 years)
1:12 Pre-Schoolers (3 years of age)
1:14 Pre-Schoolers (4 and 5 years of age)
1:18 School Age children (less than 11 years old)

Center Age Group Sizes:

| | | |
|---------------|----|--------------|
| Infants | 12 | Two Teachers |
| Toddlers | 14 | Two Teachers |
| Walkers | 6 | One Teacher |
| Pre-School I | 8 | One Teacher |
| Pre-School II | 14 | One Teacher |

Pre-K I 14 One Teacher
 Pre-K II 14 One Teacher
 School Age 46 Two Teachers

DAILY PROGRAM SCHEDULE

The Next Generation's programs contain components of language arts, math, science/nature, music and movement, perceptual activities, dramatic play and sensory motor development. The following are sample daily schedules.

The center will assign a primary care giver to each infant who will devise a program of activities that are suitable to their age level and ability including opportunities to sit, crawl, toddle, walk and play. Infants will be removed from their crib, swing, infant seat, or other equipment throughout the day for individual attention and outdoor play. Below is a sample schedule that would be adapted for each infant.

| Infant Room Schedule | Sample Infant Room Schedule |
|----------------------|---|
| 6:30 – 7:00 | Feeding |
| 7:00 – 8:00 | Play time (alternate between floor play, exersaucer, swing, bouncy seat and individual cuddle time) |
| 8:00 – 9:00 | Change diaper and Nap |
| 9:00 – 9:15 | Change diaper |
| 9:15 – 10:00 | Feeding |
| 10:00 – 11:00 | Play time (alternate between floor play, exersaucer, swing, bouncy seat and individual cuddle time) |
| 11:00 – 12:00 | Change diaper and Nap |
| 12:00 – 12:15 | Change diaper |
| 12:15 – 1:00 | Feeding |
| 1:00 – 2:00 | Play time (alternate between floor play, exersaucer, swing, bouncy seat and individual cuddle time) |
| 2:00 – 3:00 | Change diaper and Nap |
| 3:00 – 3:15 | Change diaper |
| 3:15 – 4:00 | Feeding |
| 4:00 – 5:00 | Play time (alternate between floor play, exersaucer, swing, bouncy seat and individual cuddle time) |
| 5:00 – 6:00 | Change diaper and Nap |
| 6:00 – 6:30 | Change diaper |

**Toddler
Room
Schedule****Sample Toddler Schedule**

| | |
|----------------|---|
| 6:30 – 8:15 | Free play |
| 8:15 - 8:30 | Clean Up for Breakfast |
| 8:30 – 9:00 | Breakfast |
| 9:00 – 9:15 | Clean Up and Change diapers |
| 9:30 - 10:00 | Indoor/Outdoor Play |
| 10:00-10:15 | Alphabet, basic colors, basic shapes and numbers 1 – 10 |
| 10:15-11:00 | Art and Craft |
| 11:00 -- 11:15 | Wash Up for Lunch |
| 11:15-11:45 | Lunch |
| 11:45-2:00 | Diapers then Nap |
| 2:00-2:15 | Change diapers |
| 2:15-2:30 | Story Time |
| 2:30-3:00 | Indoor /Outdoor Play |
| 3:00-3:15 | Snack and Clean Up |
| 3:15-3:45 | Music-listen to CD's, dance, march |
| 3:45 – 4:00 | Change diapers |
| 4:00 – 6:30 | Free play |

**Three Year
Old Room
Schedule****Sample Pre-School Schedule**

| | |
|--------------|---|
| 6:30 – 8:20 | Free play |
| 8:40 – 9:00 | Attendance and Breakfast |
| 9:00-9:30 | Circle time – stories, songs, colors, shapes, numbers, etc) |
| 9:30:10:00 | Table time worksheets (numbers, letters, colors, shapes) |
| 10:00-10:30 | Art (cutting, gluing, sponge painting, string painting, coloring, markers, and texture projects |
| 10:30-11:20 | Art and Craft |
| 11:20-11:35 | Hand washing and Put out cots |
| 11:35-12:00 | Lunch |
| 12:00-12:15 | Bathroom time – send one child at a time |
| 12:15 – 2:00 | Nap time |
| 2:00– 2:15 | Bathroom time, put cots away, help children put their shoes back on |
| 2:15--3:00 | Small muscle activity (puzzles, sewing, puppets, cards) |
| 3:00-3:15 | Snack |
| 3:15– 3:45 | Indoor/Outdoor Play |
| 3:45-4:15 | Music--listen to CD's, march, dance |
| 4:15-4:45 | Table Time-worksheets (ABC's, 123's shapes, colors, matching) |
| 4:15--6:30 | Free Play |

| | |
|---------------------------|----------------------------------|
| Pre-K Room Schedule | Sample Pre-Kindergarten Schedule |
|---------------------------|----------------------------------|

| | |
|--------------|---|
| 6:30 – 8:30 | Free play |
| 8:30 – 8:45 | Clean-up time |
| 8:45 – 9:00 | Attendance and Breakfast |
| 9:00 – 9:30 | Circle time (days of week, month, letter of week etc.) |
| 9:30 – 10:00 | Math/Computer |
| 10:00– 10:45 | Art project |
| 10:45– 11:15 | Indoor-Outdoor Play |
| 11:15-11:45 | Social Studies or Science |
| 11:45-12:00 | Lunch |
| 12:00-12:15 | Nap preparation |
| 12:15 – 1:45 | Rest Time |
| 2:00-2:30 | Indoor/Outdoor Play |
| 2:30-3:00 | Small muscle Activities (puzzles, sewing, puppets, cards) |
| 3:00-3:15 | Snack |
| 3:15-3:45 | Table Time Worksheets (writing, reading, etc.) |
| 3:45-4:15 | Music (listen to CD's, music, march, sing, dance) |
| 4:15-6:30 | Board games, special projects, free play |

These general schedules will be followed by both pre-school and school age children when they arrive at the center. We will strive to achieve a balance between guidance and freedom, group and individual activities, and active experiences. A child finds security and develops a sense of order when there is a schedule and a plan for the day. We will try at all times to be flexible and to maintain a relaxed attitude toward a rigid schedule.

The first week of school for any child should be a slow - paced one that meets his/her needs and allows the child plenty of time to adjust. Parents of a new child are asked to make arrangements at work or at home so they may stay for the first few days with their child. On the first day of enrollment all paperwork is due (i.e. Medical form, Enrollment form, Parent agreement and all other required papers).

SUGGESTED FIRST WEEK SCHEDULE:

- First Day Between 9:00 - 11:30a.m.-Spend time at the center with your child.
- Second Day Stay from 9:00-11:30a.m.-You may leave the class for a short period of time if this is not upsetting for your child.
- Third Day Regular time arrival-12:30 a.m.-Leave before naptime.

CHILD GUIDANCE AND MANAGEMENT

The Next Generation's philosophy on discipline is one of guidance. It is not one of punishment or physical force. We believe that goal of all discipline is self-discipline. We want to teach children respect for themselves and others and to show that respect. Children's individual rights will be respected at all times. Individual temperament, age of the child, and environmental circumstances will be considered at all times when imposing and enforcing limits on a child. The provisions of Rule 5101:2-12-22 apply to all employees.

The teachers will offer reasonable choices to the children and will direct a child toward what they can do rather than what they cannot do. Positive re-direction, time-out, and teacher intervention are acceptable means of discipline.

Children are encouraged to use their words for expression of anger, rather than to use aggressive or physical actions. Our staff accepts a child's feelings of anger, sadness, excitement, etc. while setting reasonable limits of behavior. Our goal is simply to allow the child time to gain control of their inner emotions.

The teachers, under the supervision to the administrator, are responsible for the discipline within their groups. Children will not be allowed to hit, bite, or in any way physically injure another child. Teachers must protect the children from hurting themselves or other children at all times. Please note that it is the responsibility of the center staff to handle discipline problems that occur at school. We may also ask you to discuss a problem with your child.

If a child is unable to control their behavior through the above noted methods, a private conference with the director, teachers, and parents will be scheduled. A plan for more positive behavior will be worked out and closer contact with the parents will be instituted. Outside consultation with a specialist in child behavior could be required.

If a child still does not respond to repeated help in controlling their behavior, and if the child is in danger to himself or to other children, or if the child's parents refuse to seek outside consultation when recommended, the center will reserve the right to withdraw the child from the attendance roster until positive action is taken.

SUPERVISION AND SAFETY OF CHILDREN

1. No child shall ever be left unsupervised.
2. Upon arrival at the center, parents are to escort their child (or children) to the classroom and inform the teachers of the child's arrival. For everyone's safety a security system has been installed. Only the parents are given the entrance code. Parents must sign in and out their child daily.
3. Children's attendance will be recorded upon arrival and at their departure.
4. When a child is ready to transition to the next room according to need and/or age,

transitioning will begin two weeks prior to the move. Transitioning older infants and toddlers may require a longer period of time. Parents will be informed prior to any change in their child's routine, so they may discuss any concerns or questions.

5. Our center has immediate access at all times to a working telephone within the building being used for childcare in the event of an emergency.
6. In the event that a child needs emergency transportation, a rescue squad will be summoned.
7. A childcare staff member shall immediately notify local public children services when the childcare staff member suspects that a child had been abused or neglected.
8. No aerosols shall be sprayed while children are present in the room.

SUPERVISION OF SCHOOL-AGE CHILDREN POLICY

1. School-age children may run errands inside the building.
2. School-age children may go to the restroom alone or in groups of no more than six children without adult supervision.
3. School-age children in the fourth grade and older may be engaged in safe activities without a childcare staff member in a group of up to six children as long as a childcare staff member can see or hear the children at all times and a childcare staff member checks on the children periodically.
4. School-age children Kindergarten through third grade will always be within sight and hearing distance of a childcare staff member.
5. Written permission is required for school-age children to leave the center for specific activities and to participate in other activities within the building.

FIELD TRIP AND TRANSPORTATION

Children are always closely supervised by staff members according to state required child ratios when transported from the center for field trips, special outings, or routing trips.

The safety plan utilized by the center is as follows:

1. A person trained in first aid shall be available on all outings.
2. A first aid box that meets state requirements shall be available on each trip.
3. Children on the field trip shall have identification attached to them that includes the center's name, address and phone number.
4. An emergency transportation authorization form and health record for each child is to be taken on all outings.
5. Written permission is needed from the parent for each child to be transported in vans or buses by a professional transportation service to and from the center for all outings.

NO CONCEALED HANDGUN POLICY

House Bill 12 Concealed Handguns

The Concealed Handguns Bill was effective as of April 8, 2004. Please be aware that this

new law affects Child Care in Ohio. ORC Section 2923.1212 (A) requires that the owners, administrator, or operator of a child day-care center, a type A family day-care home or type B family day-care home post a sign that contains a statement in substantially the following form: "Unless otherwise authorized by law, pursuant to Ohio Revised Code, NO PERSON shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto the premises." The department will not promulgate any rules regarding this requirement. Providers should consult with their attorneys regarding compliance with this new state law.

SWIMMING AND WATER SAFETY

The Next Generation Child Development Center, Inc. does provide the opportunity to participate in swimming and water play activities. The Next Generation Child Development Center, Inc. will require written permission from parents or guardians of each child before the child is permitted to participate in these activities. Childcare Staff members shall always accompany and supervise the children during these activities. All swimming sites will meet state and local guidelines for environmental health. Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the American Red Cross or equivalent safety program.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. 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 and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that 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. This includes snow pants, hats, mittens and boots in the wintertime and sun block in the summertime.

MEALS

Balanced meals, with foods from each of the four basic food groups, are served daily. A daily menu may include cereal (hot or cold), French toast, pancakes, pizza, soups, taco salad, jell-0 or cookies. Snacks consist of fruit, vegetables, cheese and crackers, juice, etc. Milk is available at all meals. Breakfast is served from 8:30 to 9:00, lunch from 11:30 to 12:30, and snack is from 2:30-3:00. Our full-time cook makes all meals. A weekly menu is available. Children can ask for seconds at meals and snack time.

Parents of children with special dietary needs must provide or supplement meals and

snacks, if they are unable to eat the meals provided by The Next Generation Child Development Center, Inc. If your child requires a special diet because of an allergy that prevents him/her from eating certain foods, then you will need to have your physician complete the form that will be supplied to you. Because, The Next Generation Child Development Center, Inc. provides a well balanced breakfast, we ask that when you bring in a morning snack for your child that it is a healthy one (fruit, dry cereal, yogurt, etc.) Please do not bring in cookies, candy or doughnuts etc. for morning snacks.

EMERGENCIES AND ACCIDENTS

In case of emergency or accident, the center will follow the posted medical and dental emergency plan. Staff members will administer first aid, summons emergency transportation, contact the parents and complete an incident report form when the following occur:

- 1 An illness, accident or injury, which requires first aid treatment
- 2 A bump or blow to the head
- 3 The administration of Syrup of Ipecac
- 4 Emergency transporting
- 5 An unusual or unexpected event, which jeopardizes the safety of children or staff, such as a child leaving the center unattended

The incident will then be reported to the Ohio Department of Jobs and Family Services.

Our center has a fire emergency and weather alert plan posted in each classroom which explains the action to be taken and staff responsibilities in case of fire emergency or weather alerts and diagrams showing evacuation routes. Our center conducts monthly fire drills that vary in time; a record of the drills are posted at the center.

In case of fire evacuation all children and personnel will exit the building and seek safety at the Municipal Building. Parents would receive telephone calls from staff.

In the event of a natural emergency, i.e. Tornado, severe storms or hazardous air born chemicals, the children and staff will seek appropriate shelter until notification by safety personnel.

MANAGEMENT OF COMMUNICABLE ILLNESSES

The administrator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfecting procedures. This review shall be given to each new employee and discussed periodically at staff meetings.

Please remember that it is an upsetting experience for your child to become ill at school. Should your child exhibit any of the following signs of communicable disease, they should NOT be brought to the center that day:

- Temperature of at least one hundred (100) degrees Fahrenheit when in

- combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally loose stools within a 24 hour period).
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
 - Difficult or rapid breathing.
 - Yellowish skin or eyes.
 - Redness of the eyes, obvious discharge, matted eyelashes, burning, itching.
 - Untreated infected skin patches, unusual spots or rashes.
 - Unusually dark urine and /or gray or white stool.
 - Stiff neck with an elevated temperature.
 - Evidence of untreated lice, scabies, or other parasitic infestations
 - Sore throat or difficulty swallowing.
 - Vomiting more than one time or when accompanied by any other sign or symptom.

If your child has a fever, vomiting, or diarrhea, he/she must be kept home until the symptoms have been absent for at least twenty-four hours.

Children should be kept home for the first two days of a fresh cold. Mildly ill children may be observed with the group for worsening symptoms. A person trained to recognize the common signs of communicable disease or other illness will observe your child daily upon arriving at the center. They will follow the aforementioned signs of illness as indicating the presence of a communicable disease. Any child who is suspected of having a communicable disease will be isolated immediately in a space near the administrator's desk. An adult will be within sight and hearing of a child who is isolated due to illness. No child will ever be left alone or unsupervised.

The sick child will be provided with his/her own cot and blanket for use until he/she is discharged to his/her parent. The cot will be sanitized with a germicidal detergency and laundered. A child who becomes ill during the day will be discharged to the care of his/her parent as promptly as possible. Parents are required to pick up the child or make alternative arrangement within one hour of the phone call.

Any child that has been sent home due to illness or any child who has been absent due to illness, will be readmitted to the center when all signs of communicable disease are no longer present according to the recommendations on the Ohio Department of Health Communicable Disease Chart. The center reserves the right to request a doctor's note for more serious illnesses, i.e. hepatitis, head lice. These notes should indicate that the child is no longer communicable and may safely return to school. The center will post a sign if any child has contracted a communicable disease to inform the parents.

No staff member shall attend the center if they exhibit signs of communicable disease. The administrator reserves the right to request a physician's note for a staff member to return to work.

ADMINISTRATION OF MEDICATION

The Next Generation Child Development Center, Inc. will administer medications to your child only if the following criteria are met:

- A licensed physician must prescribe the medication for your child.
- The medication must be labeled with the original pharmacy label stating the child's name, current date, exact dosage to be given, the specific number of dosages to be given daily, and the route of administration. The medication must be in its original container.
- A completed Medical Statement supplied by the center must accompany the medication. This form is your request and authorization to administer prescribed medication to your child. The expiration date on this statement is for the length of the doctor's prescription or three months, as stated by the State inspector, whichever is less. This form will be kept in your child's file for the period of one year.
- We will not administer Aspirin, pain relievers, cold medications, or laxatives without a prescription.
- We will not administer Tylenol, Motrin, etc. to keep a child temperature free.
- Tylenol, Motrin, etc. may be administered with a prescription from a doctor, for teething pain, ear pain, before and after immunizations.

CARE OF CHILDREN WITH MEDICAL CONDITIONS

The Administrator of the center must be notified of children with a health condition that may require a medical procedure, including children whose medical condition requires the availability of an inhaler or medication for emergency needs. The parents will be asked to complete a Medical/Physical Care Plan and train designated staff members how to perform the medical procedure.

ENROLLMENT

Prior to the first day of attendance, we ask that parents complete the following for each child attending the center:

- 1 Child Enrollment and Health Information form
- 2 Child Medical Statement signed by physician that has examined the child in the past 12 month (except children in kindergarten or above)
- 3 Parent Agreement
- 4 Payment of Registration Fee
- 5 Payment of first week Tuition Fee

TUITION RATES

REGISTRATION FEES

| | | |
|--|------|-------------|
| Daycare and Preschool Registration Fee | \$25 | \$45/family |
| Re-registration Fee | \$25 | \$45/family |

DAYCARE PROGRAM

| | 3 Days | 4 Days | 5 Days |
|------------------------------|---------------|---------------|---------------|
| Infant (6-weeks – 12 months) | \$140 | \$170 | \$195 |
| Walker (12 – 18 months) | \$140 | \$170 | \$195 |

| | 2 Days | 3 Days | 5 Days |
|--------------------------|---------------|---------------|---------------|
| Toddler I and Toddler II | \$85 | \$127 | \$185 |
| Preschool | \$79 | \$115 | \$163 |
| Pre-Kindergarten | \$79 | \$115 | \$163 |

PRESCHOOL PROGRAM 8:45 – 11:30 AM

3 and 4 Year Olds (Tuesday/Thursday)
4 and 5 Year Olds Entering Kindergarten (Monday/Wednesday/Friday)

SCHOOL-AGE PROGRAMS

| | 2 Days | 3 Days | 5 Days |
|--|---------------|---------------|---------------|
| Before and After Half-Day Kindergarten | \$63 | \$88 | \$135 |
| Before OR After Half-Day Kindergarten | \$58 | \$83 | \$125 |
| Before School Care | \$20 | \$30 | \$43 |
| After School Care | \$28 | \$40 | \$60 |
| Before AND After School Care | \$44 | \$66 | \$94 |

No School Days and Holidays \$30 Per Day or \$150 Per Week

Enrollment of multiple children tuition discount: 10% off the oldest child(ren)

Note: Discounts do not apply to Summer Camp rates.

LATE PICK-UP FEES PER CHILD

A fee of \$1.00 per minute will be assessed if children are picked up after 6:30p.m. Children become anxious when all the other children have left. Teachers also have activities and families waiting. Please be prompt. Any parent arriving later than 6:30p.m. to pick up their child should come prepared to pay the caregiver in charge the late fee required.

WITHDRAWAL

We ask that two weeks notice be given prior to withdrawal. Relationships develop between your child, the other children, and staff members. It is important that all three parties be given ample time to adjust to the change.

TUITION PAYMENT POLICIES

No cash will be accepted in payment of your tuition. Payment must be made by check or money order only. Tuition is due one week in advance. Payments are due each Friday for the following week. Tuitions paid on Monday is considered late. There is a late charge of \$10.00 for the first day and additional \$5.00 for each additional day. In the event your child is absent on Friday due to illness or vacation, no late fee will be accessed until the child's second day of attendance upon return to the center. This is the only exception to the payment policy.

Tuition is due regardless of absence on all day care schedules. The schedule that is arranged with the administrator is the client's responsibility. Registration of the child constitutes a contract upon which we depend on when hiring our staff members. Please understand this when you are charged for unscheduled absences. Also note that the regular fee is charged when a legal holiday or snow day falls within the regular week. The total tuition for the year is divided into equal weekly payments for your convenience. In order to provide your child with the best program, equipment, and staff, it is necessary to insure that all payments are made on time. Please discuss your needs with the center administrator.

Each child will be offered one tuition-free vacation week per calendar year. To be eligible for the vacation week, you must provide the center with a written 30-day notice and the days must be consecutive (Monday through Friday).

When payment is one week in arrears, the account is considered delinquent. Parent will be notified of this delinquency immediately. **If the tuition for the current week is not paid by Friday of the current week (along with late charges), then your child cannot return to the center until your account is brought up to date.**

A \$35.00 handling fee will be charged for all returned checks. In the event that more than two checks are returned for any reason, we will be unable to accept checks from you any more. All future payments would have to be made in the form of a money order.

RELEASE POLICY

Parents must give written or oral notification when someone other than them will be picking up their child/children. Person or persons picking up your child/children will need to show a driver's license or other photo ID, before a child can be released from the center.

Custody Agreement Policy:

1. Upon enrollment, if there are existing custodial agreements, copies must be presented at time of first arrival.
2. Staff members need to be aware of custodial agreements.
3. Center needs to be notified in writing of any changes in custodial arrangements.
4. A list of acceptable adults to pick up your child is on file in the office.

5. Should custodial disagreements occur, the staff are obligated, for the safety of the child, to contact the police department.

Visitation:

Parents are welcome at the center at any time. Please remember, however, that small children do not tell time. They may associate your appearance as an indication that his/her day at the center is over. When a parent then must leave for the second time in one day, the child may become upset. Guests must be admitted by center personnel. Parents are asked to notify an employee if someone unfamiliar is requesting admission to the center. **Never open the center door to someone you do not know.** The security of all children and all staff members is at stake.

Parents may make arrangement for friends and family to visit their child at the center. Please notify the administrator or your child's teacher that he/she will be having a special visit from (____). Please tell the visitor to bring proper identification so that identity can be verified. **Please do not give out the code to your visitors.**

PARENT PARTICIPATION

Each parent and employee can feel free to contact the administrator when assistance is needed with problems or concerns related to our program. Parents can also discuss issues regarding their children with the staff members.

Parents should check the bulletin board or their child's book bags daily for information about the program. You are welcome to take the opportunity to discuss your child's needs and progress with his/her teachers.

Parents are welcome to participate actively in any school celebrations. There are some activities in which parents are expected to attend such as Open Houses and our Christmas celebration.

It is our goal to develop an active cooperative relationship with the parents/guardians of the children at our center. However, if we are unsuccessful in developing a mutually beneficial relationship or if a parent/guardian is abusive to our staff members or other children, the Administrator reserves the right to ask you to withdraw your child from our center.

AMENDMENTS/CHANGES

Any amendments and/ changes to this policy will be posted throughout the center. Changes and/or amendments will be posted at least one week before going into effect.

Ohio Department of Job and Family Services
CENTER PARENT 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 administrator 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 Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent 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. The department's website is: <http://ifs.ohio.gov/cdc/childcare.stm>.

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.