



## **Parent Handbook**

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**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 6:00 a.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 Halloween, 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

*The center maintains the following Child/Staff Ratios under Step Up to Quality guidelines, which exceed the state mandated ratios:*

- 1:5 Infants (less than 12 months or 2:10 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 Preschoolers (3 years of age)
- 1:14 Preschoolers (4 and 5 years of age)
- 1:18 School Age children (less than 11 years old)

## CHILD CARE 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 the 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 Preschool 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  
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

**PRE-SCHOOL PROGRAM DAILY PROGRAM SCHEDULE**

The Next Generation's preschool 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:

**Three Year  
Old Room  
Schedule****Sample Pre-School Schedule  
Tuesday and Thursday**

8:45 - 9:00	Arrival - Name recognition books with caregiver
9:00 - 9:15	Circle Time - letter of the week, music, finger plays, days of the week
9:15 - 9:25	Table Time - learning activity
9:25 - 10:25	Art Time / Free Time
10:25 - 10:35	Clean-up
10:35 - 10:45	Bathroom / Hand washing
10:45 - 11:00	Snack
11:00 - 11:20	Large Motor Play (inside or outside)
11:20 - 11:30	Story Time and dismissal

### Three Year Old Room Schedule

#### Sample Pre-Kindergarten Schedule Monday, Wednesday and Friday

8:45 - 9:00	Arrival Project / Attendance
9:00 - 9:20	Circe Time - calendar, weather, letter of the week
9:20 - 9:30	Tote Bags - letter of the week
9:30 - 9:45	Table Time - learning activity
9:45 - 10:30	Art Time / Free Time
10:30 - 10:40	Clean-up
10:40 - 10:50	Bathroom / Hand washing
10:50 - 11:00	Snack
11:00 - 11:20	Large Motor Play (inside or outside)
11:20 - 11:30	Story Time and dismissal

Both pre-school and school age children will follow these general schedules 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 may want to make arrangements at work or at home, so they may stay for the first few days with their child. You know your child best; each child's needs will vary. The director will consult with you on a schedule for your child's first week.

On the first day of enrollment, all paperwork is due (i.e. Enrollment form, Parent agreement and all other required papers for special medical conditions). Medical Statements are due within 30 days and annually thereafter. Children are not able to attend the center if a current Medical Statement is not on file. The center is required to verify that all children are seen by a physician annually for a well visit.

### 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 check their children in at the attendance computer then escort their child (or children) to the classroom and inform the teacher of the child's arrival. The teacher will then record the child's attendance in the classroom attendance book.
3. For everyone's safety, a security system has been installed. Only the parents are given the entrance code.
4. When a child is ready to transition to the next classroom according to need and/or age, transitioning will begin one or two weeks prior to the move. Parents will be informed in writing prior to any change in their child's routine, so they may discuss any concerns or questions and sign off on the transition schedule.

## SUPERVISION OF SCHOOL-AGE CHILDREN

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 two children without adult supervision while at the center.
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.
  6. If a child is scheduled to be at the center and does not arrive, the center will first call the other program from which they were expected then contact the parents to determine the whereabouts of the child. We request that parents contact the center when their child will be absent.
  7. In the event of school cancellation or delay, the center will supervise the children with the regularly scheduled school age staff and call on substitute teacher(s) as necessary to maintain ratio.

## 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.**

## 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 and communicable disease management and CPR 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 Enrollment and Health Information form and additional health records as needed for each child is to be taken on all outings.
5. Written permission will be obtained from the parent for each child to be transported in the center activity bus for all outings.
6. An attendance check list will be referenced upon departure and arrival as well as every 30 minutes while at the activity site to account for children at all times.

## 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. Persons who are currently certified as lifeguards or water safety instructors by the American Red Cross or equivalent safety program shall supervise activities in bodies of water two or more feet in depth.

## 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 30 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. Additionally, we have a **no sandal policy** for all children who use the playground (including school age). This policy allows children to wear any shoe that encompasses the whole foot such as tennis shoes, hiking shoes, boots, loafers, etc. We ask that your child(ren) arrive at the center wearing these shoes at which time our teachers will use their discretion in determining if the child(ren)'s shoes are appropriate for outdoor play.

## MEALS

Balanced meals, with foods from each of the four basic food groups, are served daily. A daily menu may include cereal, French toast, pancakes, pizza, soups, ravioli, chicken nuggets, pasta, fruits and vegetables. Snacks consist of yogurt, vanilla wafers, graham crackers, granola bars, cheese and crackers, juice, etc. Milk is available at all meals. Breakfast is served from 8:30 to 8:45, lunch from 11:15 to 11:45, 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. When providing a meal for your child, it must contain a serving each of protein and grain, and two servings of either fruit/vegetable. Because The Next Generation Child Development Center, Inc. provides balanced meals, we ask that when you bring in a substitute snack for your child that it is a healthy one (fruit, dry cereal, yogurt, etc.) Please do not bring in cookies, candy, doughnuts, etc. for snacks.

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.

## 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 any of the following occur:

1. An illness, accident or injury, which requires first aid treatment
2. A bump or blow to the head
3. Emergency transporting
4. 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 is 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 airborne 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:

1. Temperature of 101 degrees or at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness such as diarrhea or vomiting
2. Diarrhea (three or more abnormally loose stools within a 24 hour period)
3. Vomiting more than one time or when accompanied by any other sign or symptom
4. Severe coughing, causing the child to become red or blue in the face or to make a whooping/barking sound
5. Difficult or rapid breathing
6. Yellowish skin or eyes
7. Redness of the eyes, obvious discharge, matted eyelashes, burning, itching
8. Untreated infected skin patches, unusual spots or rashes
9. Unusually dark urine and /or gray or white stool
10. Stiff neck with an elevated temperature
11. Evidence of untreated lice, scabies, or other parasitic infestations
12. Sore throat or difficulty swallowing

**If your child has a fever, vomiting, or diarrhea, he/she must be kept at 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 detergent 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 notification from the center.

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 he/she exhibits 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:

1. A licensed physician must prescribe the medication for your child
2. 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
3. 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 12 months. This form will be kept in your child's file for the period of one year
4. We will not administer Aspirin, pain relievers, cold medications, or laxatives without a prescription
5. We will not administer Tylenol, Motrin, etc. to keep a child fever-free
6. 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. School Age children will give possession of their emergency inhalers to their assigned teacher.

### 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
3. months (except children in kindergarten or above)
4. Parent Agreement
5. Payment of Registration Fee

## 6. Payment of first week Tuition Fee

### TUITION RATES

Please see the Weekly Tuition Rates posted on the Parent Board. Rates are also available on the website at [www.nextgenerationchld.com](http://www.nextgenerationchld.com).

### REGISTRATION FEE

#### ***Daycare:***

Initial Registration fee is \$50.00 and is non-refundable. A non-refundable re-registration of \$35.00 is due for children who withdraw and return within twelve weeks.

#### ***Preschool Program:***

Initial Registration fee is \$35.00 and is non-refundable. A non-refundable re-registration of \$35.00 is due each year.

### LATE PICK-UP FEES PER CHILD

#### ***Daycare:***

A fee will be assessed if daycare children are picked up after 6:30p.m. For one to five minutes the fee is \$5.00 per child. Each additional minute is \$1.00 per child. 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.

#### ***Preschool Program:***

A fee will be assessed if preschool program children are picked up after 11:30 a.m. For one to five minutes, the fee is \$5.00 per child. Each additional minute is \$1.00 per child.

### 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 will be charged for all weeks of attendance and throughout the period of two weeks after notice of withdrawal, whether the child is present or not.

## TUITION PAYMENT POLICIES

### ***Daycare:***

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. Tuition 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 ensure 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.

### ***Preschool Program:***

No cash will be accepted in payment of your tuition. Payment must be made by check or money order only. Tuition is due one month in advance. Payments are due no later than the first of the month. There will be a late charge of \$10.00 if tuition is not paid on the first of the month and \$5.00 for each additional day. In the event your child is absent on the due date because of 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 preschool program scheduled days. 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 monthly 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.

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 month is not paid by the fifteenth of the month (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.

***School Age Program:***

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. Tuition 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 assessed until the child's second day of attendance upon return to the center. This is the only exception to the payment policy. In order to provide your child with the best program, equipment, and staff, it is necessary to ensure that all payments are made on time.

Tuition is due regardless of absence on all scheduled school days. 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 school age tuition will be prorated when a scheduled or unscheduled No School Day falls on your child's regular day of attendance. Please discuss your needs with the center administrator.

If your school age child requires care on scheduled No School Days, then you must pre-register and pay the No School Day Rate. The exception to this policy is unscheduled emergency, no school days (such as snow days, no power, no water, etc) which will not need to be pre-registered but shall be paid for the same day. There is no additional charge for Early Release school days.

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.

***Subsidized childcare:***

No cash will be accepted in payment of your monthly co-pay. Payment must be made by check or money order only. Monthly Co-pays are due on the first day of the Lorain CDJFS billing cycle (see parent board for posted dates). Payments are due no later than the first day of the billing cycle. There will be a late charge of \$10.00 if tuition is not paid on the first day of the

billing cycle and \$5.00 for each additional day. In the event your child is absent on the due date because of illness or vacation, no late fee will be assessed until the child's second day of attendance upon return to the center. This is the only exception to the payment policy.

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

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.

### 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 childrens 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://jfs.ohio.gov/cdc> .

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.***