



## **Parent Handbook**

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**TIN 32-0487975**

Welcome to The Next Generation Child Development Center owned and operated by Pioneer Vision, LLC! The following may be helpful to parents wishing to enroll their children in our program.

## CENTERS GOALS AND PHILOSOPHY

The Next Generation Child Development Center is designed to provide quality, loving care for children 6 weeks to 12 years 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. We are pleased that you have let us contribute to the growth and development of your child.

## ADMISSIONS

Prior to the first day of attendance, we ask that the following forms are completed for each child attending the center. Any change to this information should be communicated to the office immediately so that we always have to current information on file.

1. Child Enrollment and Health Information form
2. Child Medical Statement signed by the physician that has examined the child in the last 12 months (These need to be updated annually)
3. Parent Agreement
4. Payment of Registration Fee

## DAYS AND HOURS OF OPERATION

The center's hours of operation are Monday through Friday from 6:30a.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 Eve & Christmas Day

When a holiday falls on a Saturday, the center will be closed on Friday. When a holiday falls on a Sunday, the center will be closed on Monday. Should the center be forced to close or delay opening due to inclement weather, you will be notified through public announcement or text alert. The center reserves the right to close early on Halloween, 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.

## STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

The Next Generation will not exceed the following state required ratios:

1:5 or 2:12	Infants (0-12 months)
1:6 or 2:12	Walkers (12-18 months)
1:7	Toddlers (18-30 months)
1:8	Toddlers (30-36 months)
1:12	Preschoolers (3 years - 4 years)
1:14	Preschoolers (4 years - 5 years)
1:18	Schoolagers (eligible for school)

Because we desire to provide a higher level of quality care we will strive to maintain a 2:10 ratio in the infant room, a 1:10 ratio in our Preschool (3-4 years old), a 1:12 ratio in our Preschool (4-5 years old) and a 1:15 ratio in our school age classrooms. Ratios for toddlers and preschoolers may be doubled for 1 ½ hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency. Also please refer to our staff/child ratio signs posted at the entrance of each classroom area.

Maximum group sizes per state requirements are as follows:

12	Infants
14	Toddlers 18 months - 30 months
16	Toddlers 30 months - 36 months
24	3 years olds
28	4-5 years olds
36	Schoolage children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play and special activities.

## 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 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

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#### Toddler Daily Schedule

7:00-8:20	Free Play/Free Choice
8:20-8:30	Wash up for Breakfast
8:30-8:50	Breakfast
8:50-9:15	Clean up and Potty/Diaper Changes/Free Play
9:15-9:35	Fine Motor Activity
9:35-9:55	Gross Motor
9:55-10:15	Wash Hands/Potty/Diapers/CleanUp
10:15-10:35	Circle Time
10:35-11:00	Centers/Free Play
11:00-11:15	Wash hands for lunch--sing songs, finger play while at table
11:15-12:00	Lunch/Potty/Clean Up/Diapers
12:00-2:00	Rest/Quiet time
2:00-2:20	Wake up and Potty/Diapering
2:20-2:30	Story Time
2:30-2:50	Art
2:50-3:00	Clean Up/Wash Hands
3:00-3:20	Snack

3:20-3:45	Centers/Free Play
3:45-4:00	Potty/Diapers
4:00-4:20	Gross Motor
4:20- 5:00	Activity (music/dancing/floam/play dough)
5:00-Close	Free Play

All Centers are open during Free Play

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PreK Daily Schedule

6:00-8:15	Free Choice Play*
8:15-8:30	Restroom/Wash hands for Breakfast
8:30-9:00	Breakfast
9:00-9:20	Circle Time (Music & Movement, Pledge of Allegiance, Jobs, Calendar, Weather, Curriculum, Read Aloud)
9:20-9:50	Working Centers
9:50-10:00	Restroom/Coats or Sunscreen on
10:00-10:30	Outdoor Play (Indoor 10:30 -10:50)
10:30-10:45	Read Aloud
10:45-11:15	Free Choice Centers (sm groups at table)
11:15-11:30	Restroom/Wash hands for lunch
11:30-12:00	Lunch
12:00-2:00	Rest Time
2:00-2:15	Restroom/Quiet Reading
2:15-2:35	Class Table Work
2:35 - 2:45	Restroom/Coats or Sunscreen on
2:45 - 3:15	Outdoor Play (Indoor 2:30-2:50)
3:15 - 3:30	Snack
3:30 - 4:15	Free Choice*
4:15-6:30	Combine with Pre-K Blue

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School Age Room Schedule  
NO SCHOOL DAY

6:00-8:30	Free Play
8:30-8:40	Wash up for Breakfast
8:40-9:00	Breakfast
9:00-9:30	Organized Games
9:30 - 10:30	Art Project
10:30-11:15	Music/Dancing
11:15-11:30	Indoor/Outdoor Play
11:30-11:40	Wash up for Lunch
11:40-12:15	Lunch
12:15-2:00	Rest Time/Movie/Quiet Activities
2:00-2:20	Reading Time
2:20-2:40	Indoor/Outdoor Play
2:40-2:50	Wash for Snack
3:00-3:30	Snack and Clean Up
3:30-4:15	Board games or special projects
4:15-4:45	Science/Math

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 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 hours 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.

### Screening Policy and System

The Next Generation Child Development Center implements a screening tool (within 60 days of enrollment) called The Ages and Stages Questionnaires - Third Edition (ASQ-3) to keep track of your child's development. Ages and Stages Questionnaire-Social and Emotional (ASQ:SE) will also accompany the ASQ-3 for a more comprehensive look into your child's development. These screening tools are emailed to primary parents email address and should be completed within 10 days. The completed forms are then submitted electronically to TNG for scoring. Parents can request a hard copy of any screening to complete by hand.

A questionnaire will be provided on the following schedule:

- Infant - 2,4, 6, 8, 10, & 12 months
- Walkers - 14, 16 & 18 months
- Toddler I - 20, 22, 24, & 27 months
- Toddler II - 30, 33 & 36 months
- Preschool - 42 & 48 months
- Pre-K - 54 & 60 months

If a child has a IFSP or IEP, the areas of the ASQ-3 that relate to the special needs will not be assessed. The tracking system we are using is the Child Monitoring Sheet from ASQ to ensure they are completed at regular intervals.

#### Communication of Results:

Administrative staff will score the forms. Your child's teacher will review the results of the screening(s) and communicate those results to you within 5 days. Teaching staff will utilize results to ensure children have experiences that relate to areas of continued development. If

there are two or more areas below the cutoff scores, a conference with families will be requested to discuss results and make a plan of action. This meeting shall take place within 30 days of request and will be documented on the Parent Conference Sheet. Referrals will be given within 90 days of meeting. Conferences can be requested at any time regardless of outcomes.

#### Referrals:

We are all on the same team when it comes to the well-being on the child. Parents never need to feel alone in the process of seeking additional support. After families, teachers and administrator meet to discuss results and make referrals, parents will have 30 days to make contact with the referring agency. In cases where the child is a danger to themselves and/or others in the classroom and parents are not willing to seek alternative support, TNG may forfeit their care as it is our responsibility to ensure that all children have a safe, nurturing, and educational environment. Below is a list of agencies (besides the primary healthcare provider) that could be helpful to families if a referral is needed:

Abilities First

Children's Developmental Center

Guidestone

Help Me Grow (for children 0-3)

LEAPS (for Avon Lake children)

Local Board of Education (per child's school district)

### Curriculum and Planning Policy

The Next Generation Utilizes Creative Curriculum for all age groups.

This curriculum allows for flexibility and creativity in the classroom while meeting the developmental needs of the children. We provide activities for children Infant through school age that allow for a variety of experiences which are individualized and consider the whole child.

The curriculum reflects the philosophy of TNG especially our focus on family involvement in children's education and providing a safe, supervised play environment where children can explore the world around them.

Through screening, observation and assessment teachers get to know the children and their families. This knowledge helps them consider intentional planning of appropriate activities with the needs, interests, and abilities of children. A schedule of the day allows for these activities.

TNG uses different methods to ensure age appropriate routines and transitions are a part of their daily experience. For example, teachers are encouraged to review the IT Guidelines, PS

Standards and SA Standards on a routine basis. The guidelines and standards help support the teachers, along with specialized training and technical assistance.

We involve families through participating graduation ceremonies, picnics, Christmas concerts, book fair with grandparents, muffins with mom, and donuts with dads to name a few.

Our program provides a variety of activities involving large and small group time and teacher initiated activities and blocks of time for children to play and explore independently.

## 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 the overall goal of 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 of 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 POLICY

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

**Arrival/Departure:** Parents are required to bring their children into the classroom after signing them in at the computer station. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parent's are responsible for the supervision of their child before sign-in and after signing them out.

**Supervision of Infants/Toddlers/Preschoolers:** At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the rooms not in use, but within the sight and hearing of a staff member.

**Supervision of Schoolage Children:** Schoolage children may run errand inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- children are within hearing distance of a teacher.
- the teacher checks on the children regularly until they return and
- the restroom is for the exclusive use of the center.

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

**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 (ex: a schoolager arrives at the center after school). 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 have arrived from. We will then consult with the parent 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.

**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:** Upon enrollment, if there are existing custodial

agreements, copies must be presented at time of first arrival. Staff members need to be aware of custodial agreements. Center needs to be notified in writing of any changes in custodial arrangements. A list of acceptable adults to pick up your child is on file in the office. Should custodial disagreements occur, the staff are obligated, for the safety of the child, to contact the police department.

**Transitioning:** You will be notified when your child is ready to move up to the next classroom. As part of the procedure, center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

For children transitioning out of the program, center staff will help prepare the child to leave the program including helping the child say goodbye to the staff and children.

**Child Abuse Reporting:** All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

### **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.

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

## SWIMMING AND WATER SAFETY

Swimming activities will be provided for schoolage children during the summer. We will take the children one to two days week (weather permitting) to the local city pool. Lifeguards will be present at all times and child care staff will also be actively supervising children. Parents will be provided with permission slips ahead of time which will need to be signed.

Younger children will be provided with water play opportunities at the center. These would include sprinklers. Please remember to send bathing suite, towels, water shoes and sunscreen for your children. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

## 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. 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 at 8:30, lunch at 11:30, and snack is around 3:00. Each snack will contain at least two nutritional foods. Our part-time cook makes all meals. A weekly menu is available.

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. 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 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. The state mandates that we serve appropriate portions of milk daily to children 12 months and older.

## EMERGENCIES AND ACCIDENTS

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. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the center, our emergency destination is the Municipal building. If the immediate area must be evacuated we will evacuate to the Avon Lake Library. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid, Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health record. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the

day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid: the child receives a bump or blow to the head: the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 3 days of the incident.

## 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 101 degrees or at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness such as diarrhea or vomiting.
- Diarrhea (three or more abnormally loose stools within a 24 hour period).
- Vomiting more than one time or when accompanied by any other sign or symptom.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping/barking 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.

**If your child has a fever, vomiting, or diarrhea, he/she must be kept home until they have been symptom and medication free for 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 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 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 12 months. 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.

Parents must hand all medications to the teachers daily. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbie or book bag. The only exception to this is for schoolage children that require the immediate use of an inhaler for a medical condition. Schoolagers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

## 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.

## TUITION RATES

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

## REGISTRATION FEE

Initial Registration fee is \$40.00 per child or \$80 per family and is non-refundable. A non-refundable re-registration of \$40.00 is due for children who withdraw and return within twelve weeks.

## 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.

## 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 time frame 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 assessed until the child's first 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 anymore. 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 first 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 anymore. 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 weekly co-pay. Payment must be made by check or money order only. Weekly Co-pays are each Friday. 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 first 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. Parents will be notified of this delinquency immediately. **If the co-pay for the current week is not paid by Friday of current week, (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 anymore. 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 Graduation ceremonies 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.

### PHOTOGRAPH/VIDEO OF CHILDREN POLICY

During our school day, we capture the children engaged in activities. The staff have the ability to photograph or video the children while at the center. Administrative staff and teachers will print pictures to hang in the classroom or may email parents these pictures. These pictures or videos will only be shared with you or other parents in the classroom. Pictures taken of children at TNG will never be used for marketing without the consent of the parent(s).

### RECORDS RELEASE POLICY

The Next Generation takes the privacy of your personal information very seriously. If you need copies of your child file or copies sent to another organization TNG will need at least 1 weeks' notice and a completed Records Release Form completed and given to the Director outlining the information you need copies of or shared with another organization. If a 1 week notice is not given then we may not be able to give you the papers you are requesting by the time you need them. There will be a .50 per page fee for all requests.

### CONFLICT OF INTEREST POLICY

In the spirit of TNG's mission, this policy exists to ensure that staff members, children, and families are treated fairly to contribute to an atmosphere of mutual respect and caring in the community. For this reason:

- TNG staff work to maintain caring and professional relationship with families and co-workers, keeping their personal problems out of the daily operations of the Center;
- staff keep all information regarding children and their families, whether knowledge is acquired directly or indirectly, confidential;
- staff do not perform special services for families without prior authorization from the Director;
- staff cannot be privately employed by a client;
- staff may not personally get involved or take sides in family conflicts; instead, staff may connect parents to resources in the community for assistance to assist them with their issues.

## 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://jfs.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.***