



Safe, caring and affordable service since 1970

Parent Handbook

12797 Mayfield Road
Chardon, Ohio 44024
(440) 286-4135
www.chardondaycare.org

Robin Ulmer, Center Director
director@chardondaycare.org



Revised July 2010

SECTION 1 – INTRODUCTION TO CCDCC

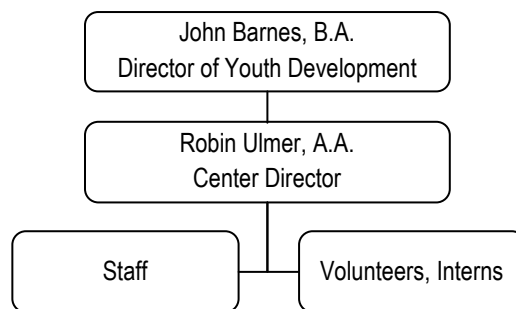
Welcome to Chardon Community Day Care Center. This handbook contains information regarding the Center. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about the Center.

1.1 HISTORY

Chardon Community Day Care Center, Inc. (CCDCC) was established in 1970 as a non-profit, Board run facility, to care for the youth of the area. Also in that year, the State of Ohio required licensing of the day care centers.

1.2 GOVERNANCE

CCDCC is a program of Family & Community Services, Inc. The Director of Youth Development from Family & Community Services supervises the Center Director. The Center Director oversees all staff, volunteers and daily operations of the Center.



CCDCC has an Advisory Board. All members of the Advisory Board are unpaid volunteers. The Board consists of a minimum of, but not limited to, 25% parents whose child(ren) are enrolled at the Center. The remainder being representatives from the community, with the Board made up of up to twelve members. The Board directs fund raising efforts to help promote and sustain CCDCC. The Board has a President, Vice-President and Secretary and follows the guidelines of its established Bylaws and Roberts Rules of Order.

1.3 GOALS AND PHILOSOPHIES

CCDCC strives to provide a safe environment for the children, both physically and emotionally. The program is broken into several components, including educational development, health, and parent involvement. The children are exposed to many experiences both in groups and on an individual basis. CCDCC’s educational foundation provides physical, social, emotional and cognitive developmental activities to help children grow to their fullest potential. The Center strives to assist children in becoming young adults who feel good about themselves and their environment. CCDCC teaches them that they are respected as individuals, each with their own strengths and abilities. Our teachers encourage creativity and exploration of the world around them, but first and foremost, we provide unconditional love. **We are pleased that you have chosen to include us in the growth and development of your child.**

1.4 LICENSING REQUIREMENTS

As of October 1970, under Ohio State Law, all day care centers and nursery schools must be licensed by the State through the Department of Job and Family Services. (A copy of the law and rules are available at the Center for your review.) Any school or center found in violation of the requirements is subject to license revocation.

CCDCC is licensed to operate by the State of Ohio and the Center's license is posted in the office. The Center is approved for 101 children, including eleven infants, nineteen toddlers, thirty-eight preschool and thirty-seven school-age children.

In addition to the State requirements CCDCC also meets Ohio Department of Job and Family Services funding requirements. A contract with the Lake, Cuyahoga, Geauga and Ashtabula County Departments of Job and Family Services permits us to serve children eligible for assistance with day care payments.

Representatives from the Ohio Department of Job and Family Services inspect the Center to review and evaluate the program to verify the rules and regulations are being met. Inspections from the State occur at least twice within a twelve (12) month period with at least one unannounced inspection. The Center's licensing record, including licensing inspection reports and complaint investigations are posted by the entry/exit front door, as well as evaluation forms from the health department and fire departments that inspect the center, are available upon request from the Ohio Department of Job and Family Services or online at <http://www.odjfs.state.oh.us/cdc/query.asp>. The Department of Job and Family Services (<http://jfs.ohio.gov/cdc/childcare.stm>) can be contacted at Toll Free: (866) 886-3537 option 4 to report a suspected violation of the Ohio Revised Code or of the Administrative Code.

CCDCC is participating in a voluntary rating system from the State which certifies child care facilities. This program, called Step up to Quality, rates facilities on a three star rating system.

What is Step Up To Quality?

Step Up To Quality is a voluntary, quality rating system for early care and education programs. Programs can earn a 1-, 2-, or 3-Star Rating by meeting the quality benchmarks for the State of Ohio.

Step Up To Quality means:

- Fewer children per classroom
- Better trained teachers
- A more comprehensive early education experience for your child
- A focus on continuous improvement

1.5 OPERATING FUNDS

Operating Funds for CCDCC are generated through childcare fees. These fees are supplemented by the Department of Job and Family Services' funds administered through Ashtabula, Cuyahoga, Geauga and Lake County Department of Job and Family Services. As a non-profit corporation, all of the income generated from childcare fees are used to support our childcare program.

The Center is affiliated with three organizations that help provide assistance to children in need. They are: Ohio Department of Job and Family Services, the United Way and the Child Care Food Services of the United States Department of Agriculture (USDA).

Ohio Department of Job and Family Services

The Center participates in a financial aid program for families qualifying for day care assistance. The approved families have their day care fees supplemented through the Department of Job and Family Services. Any family needing assistance may contact the Department in their county of residence to verify qualifications. (877)852-0010

The United Way

The Center is an approved United Way affiliate. The United Way of Geauga County supports CCDCC through an annual allocation.

Child and Adult Care Food Program of the USDA

The Center also participates in the Child and Adult Care Food Program of the USDA. The program assists CCDCC in providing a breakfast, lunch and two snacks to every child.

CCDCC has its own Fundraising Committee through the Advisory Board that manages all of the fundraising events.

1.8 NON-DISCRIMINATION POLICY

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs on the basis of race, color, national origin, sex religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

SECTION 2 ENROLLMENT

Preference is given to children who attend CCDCC on a full-time basis (five days/week). If space is available, the Center will also accept children on a part-time basis when parents are working or attending school. The Center also admits children – space permitting – whose parents feel a group setting may be beneficial for their child. Children who attend the Center part-time may be asked to adjust their schedules, or drop out, in order to permit a child who will attend the Center full time.

2.1 AGE OF CHILDREN

CCDCC is licensed for children six (6) weeks to twelve (12) years of age.

2.2 REGISTRATION

There is a yearly registration fee of \$50.00 (per family) charged to your account on your yearly enrollment anniversary date.

2.3 ADMISSION POLICY

Parents interested in the Center must meet with the Center Director or designee. During the interview process, the Center’s program and policies are explained. The parent is given a tour of the facility and will meet the staff. The child may accompany the parent during the visit. A child is considered enrolled in the Center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork (health and enrollment) is received. Medical and enrollment forms must be updated every twelve (12) months.

Class rosters containing the names and phone numbers of the families attending the Center are available upon request. Parents may include their name and/or number on the roster by signing the designated line on the health and enrollment form.

2.4 STAFF/CHILD RATIOS AND GROUP SIZES

The child/staff ratio and group sizes at CCDCC comply with the Ohio Department of Job and Family Services requirements. These ratios are maintained during the educational (teaching) portion of each day’s program. The maximum number of children per child-care staff member is governed by licensing restrictions. The child/staff ratios are based upon state requirements and are listed as follows:

<u>Age Category of Children</u>	<u>State of Ohio Ratios</u>	<u>Maximum Group Size</u>
Infants less than 12 months	5:1 or 12:2	12
12 months to 18 months	6:1 or 12:2	12
Toddlers - 18 to 36 months	7:1	14
Preschool (3-4 years old)	12:1	24
Preschool (4 years until kindergarten age)	14:1	28
Kindergarten through 12 years	18:1	36

SECTION 3 DAILY PROCEDURES

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

3.1 ARRIVAL/DEPARTURE POLICIES

Any custodial parent or guardian of a child enrolled in the Center shall be permitted unlimited access to the Center during hours of operation for the purposes of contacting their child(ren), or evaluating the care or the premises. Upon entering the Center, the parent or guardian shall notify the administrator, designee or teacher of their presence.

A parent of a child enrolled at the Center who is not the child's residential parent, shall be permitted unlimited access unless there is a court document limiting access. Please see Section 3.7 Shared Custody/Parenting Policy for more information. The Center may deny a parent access to their child without proper documentation.

3.2 SIGN-IN PROCEDURE

The Center's responsibility begins when the teacher has seen the parent and child. This policy applies to all children enrolled in the Center. Please follow the steps listed:

1. Escort each child to the appropriate classroom;
2. Enter the time and sign full name (weekly) on sign-in book/sheet;
3. Verify that the teacher has seen you and your child.

Many children experience separation anxiety. The Center recommends making separation less traumatic by following these steps:

1. After signing the child in, tell them you love them and give them a hug;
2. Do not make the good-bye linger. Exit the building immediately.

The staff is trained to help ease separation anxiety.

3.3 SIGN-OUT PROCEDURE

Please follow the steps listed:

1. Locate the teacher in the classroom. If an authorized adult is picking up your child, they must talk to the teacher and present photo identification. The parent is required to provide written or telephone authorization to verify the child may be released to an authorized adult.;
2. Enter the time and initial the sign-out book;
3. Escort the child to the vehicle.

3.4 RELEASE OF CHILD POLICY

No child may leave the Center unescorted. A parent needs to notify the Center either by phone or by filing out an *Authorization to Pick-Up Form*, advising that someone other than themselves will be picking up the child. No child may leave the Center with an unauthorized adult or a minor. Adults may be asked to present picture identification prior to the child being released. Verbal authority from a parent will be accepted over the phone as well.

See section 5.1 for further information.

3.5 ABSENT PROCEDURE

The Center must be notified if a child will be absent. If the child is ill, inform the Center of the symptoms and diagnosis. This information will help the staff recognize symptoms early in other children and allow us to inform parents if the children in the Center have been exposed to a contagious disease.

The Center must be notified if your school age child will not be coming to the Center on the bus after school.

Notification of such arrivals, departures and absences will save much time and anxiety for our staff and ensure the safety of your child. (See 5.8 for information on procedure to DETERMINE SCHOOL AGE CHILDRENS WHEREABOUTS.)

3.6 WITHDRAWAL PROCEDURE

To cancel services and terminate a monthly contract, submit a written notice to the Center Director two weeks prior to the withdrawal date. The client will be responsible for the full amount owed for the month if a two-week notice is not submitted.

In order to help us evaluate the Center's performance and to identify areas for improvement, please notify us of the reason for your withdrawal.

3.7 SHARED CUSTODY/PARENTING POLICY

Under the law of the state of Ohio, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document, such as current restraining order, sole custody decree, divorce decree stating sole custody. This document must be a file-stamped, certified copy that with the Judge's signature affixed to it. Without that document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

The Center reserves the right to require parents with a shared custody agreement to sign an additional agreement with the Center that outlines which parent will be responsible for transportation on which date. If a parent attempts to pick up the child(ren) on the other parent's day, that parent must document the consent of the other parent to the change in schedule. If continuous changes occur, both parents will file a revised agreement with the Center if necessary.

It is recommended that any changes in the household/marital status should be shared with your child(ren's) teacher(s) and/or the administration. This will help to assist your child(ren) if necessary.

3.8 PARKING / SPEED IN THE PARKING LOT

It is CCDCC's policy to have clients **turn off the car engine and engage the parking brake** when in the CCDCC parking lot. The exhaust fumes are dangerous to the children and tend to be drawn into the building.

Please use caution and drive slowly while in the parking lot. Remember, do not drive in front of or around the bus when the children are boarding or exiting the bus.

3.9 CLOTHING / SUPPLIES

All children must bring a blanket and complete change of clothes to be kept at CCDCC. All items must be marked with the child's name – this includes your child's car seat when provided for field trips, etc. Please check your child's box every evening for soiled clothing. It is suggested that you retrieve your child's bedding at the end of each week and provide clean bedding the beginning of each week.

Infants: Parents must provide diapers for infants. Disposable or cloth diapers are permitted. Cloth diapers must be taken home daily for laundering. Infant bedding is provided by the Center and will be laundered weekly by the Center.

Children should be dressed appropriately for all seasons. Daily activities include outside time, weather permitting. Boots, hats, mittens and long pants or snow boots are especially important during the colder months. During the summer months, a swimsuit and towel are needed so that the children may use the wading pool. Please provide sunscreen for your children and label the bottle. Sunscreen cannot be shared.

3.10 ITEMS FROM HOME

Children may bring special toys or items from home on special *Show and Tell* days if the teacher allows. There will be no weapons of any kind allowed in the center including toy guns, swords, knives, inappropriate games or actions figures. The Center reserves the right to not allow any inappropriate items into the Center.

3.11 DAILY SCHEDULES AND CURRICULUM

CCDCC follows the State of Ohio standards for the content standards as specified for preschool children. The center uses the *Creative Curriculum*, allowing each child individualized care and instruction in the following areas; fine motor, large motor, cognitive, social, emotional and health skills.

The Center's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. You will receive a daily schedule from the teacher as your child begins in each classroom. Additionally, each room has their daily scheduled posted.

Cuddlebug Room (6 weeks – 12 months)

6:00 a.m. – 7:00 a.m.	Arrival
7:30 a.m. – 8:00 a.m.	Breakfast
8:00 a.m. – 8:30 a.m.	Clean up and diaper change
8:30 a.m. – 9:30 a.m.	Circle Time and morning nap (if needed)
9:30 a.m. – 10:00 a.m.	Snack and music
10:00 a.m. – 10:30 a.m.	Activity time and diaper change
10:30 a.m. – 11:00 a.m.	Rumpus Room
11:00 a.m. – 11:30 a.m.	Outside or free play
11:30 a.m. – 12:30 p.m.	Lunch, clean up and diaper change
12:30 p.m. – 3:00 p.m.	Afternoon nap
3:00 p.m. – 3:30 p.m.	Diaper change and snack
3:30 p.m. – 4:00 p.m.	Rumpus Room or outside time
4:00 p.m. – 4:30 p.m.	Free play
4:30 p.m. – 6:30 p.m.	Departure / Rumpus Room

Little Rascal Room (12 months – 20 months)

6:00 a.m. – 7:30 a.m.	Arrival, combined with the Honeybees
7:30 a.m. – 8:00 a.m.	Breakfast
8:00 a.m. – 8:30 a.m.	Clean up and diaper change
8:30 a.m. – 9:00 a.m.	Free play
9:00 a.m. – 9:30 a.m.	Rumpus Room (large motor skill activities)
9:30 a.m. – 10:00 a.m.	Morning snack
10:00 a.m. – 10:30 a.m.	Clean up and diaper change
10:30 a.m. – 11:00 a.m.	Large motor skill activities & outdoor play
11:00 a.m. – 12:00 a.m.	Lunch
12:00 p.m. – 12:30 p.m.	Clean up and diaper change
12:30 p.m. – 3:00 p.m.	Nap
3:00 p.m. – 3:30 p.m.	Diaper change and snack
3:30 p.m. – 4:00 p.m.	Clean up and Rumpus Room
4:00 p.m. – 4:30 p.m.	Outdoor play
4:30 p.m. – 5:00 p.m.	Free Play
5:00 p.m. -5:30 p.m.	Books, puzzles and diaper change
5:30 p.m. – 6:00 p.m.	Combine with the Honeybees for Free Play
6:00 p.m. – 6: 30 p.m.	Departure

Honeybee Room (toddlers)

6:00 a.m. – 7:00 a.m.	Arrival, free play in Munchkin Room
7:00 a.m. – 7:30 a.m.	Honeybee Room for stories, wash hands and centers
7:30 a.m. – 8:00 a.m.	Breakfast
8:00 a.m. – 8:30 a.m.	Potty, diaper change and reading
8:30 a.m. – 9:00 a.m.	Outside play or Rumpus Room
9:00 a.m. – 9:30 a.m.	Wash hands and circle time
9:30 a.m. – 10:00 a.m.	Morning snack
10:00 a.m. - 10:30 a.m.	Science, math and art centers
10:30 a.m. – 10:45 a.m.	Potty and diaper change
10:45 a.m. – 11:00 a.m.	Story time or music
11:00 a.m. – 11:30 a.m.	Outside play or Rumpus Room
11:30 a.m. – 12:00 p.m.	Wash hands and lunch
12:00 p.m. – 12:30 p.m.	Brush teeth, wash hands, potty and diaper change
12:30 p.m. – 3:00 p.m.	Naptime
3:00 p.m. – 3:15 p.m.	Potty, diapers and wash hands
3:15 p.m. – 3:45 p.m.	Afternoon snack
3:45 p.m. – 4:00 p.m.	Story time or music
4:00 p.m. – 4:30 p.m.	Outside play or Rumpus room
4:30 p.m. – 5:00 p.m.	Centers or table toys
5:00 p.m. – 5:15 p.m.	Potty or diaper change
5:15 p.m. – 6:30 p.m.	Art, free play and departure

Tiger Room (pre-schoolers)

6:00 a.m. – 7:00 a.m.	Arrival and combined in Munchkin Room
7:00 a.m. – 8:00 a.m.	To Headstart Room and breakfast
8:00 a.m. – 8:30 a.m.	Free play (child's choice)
8:30 a.m. – 9:00 a.m.	Outside play or Rumpus Room
9:00 a.m. – 9:15 a.m.	Bathroom break
9:15 a.m. – 9:30 a.m.	Morning snack
9:30 a.m. – 9:45 a.m.	Circle time (Calendar, songs, books)
9:45 a.m. – 10:15 a.m.	Table toys
10:15 a.m. – 10:45 a.m.	Circle Time (Letters, numbers, colors)
10:45 a.m. – 11:00 a.m.	Outside
11:00 a.m. – 11:30 a.m.	
11:30 a.m. – 11:45 a.m.	Bathroom break
11:45 a.m. – 12:15 p.m.	Lunch
12:15 p.m. – 12:45 p.m.	Bathroom break, brush teeth and books
12:45 p.m. – 3:00 p.m.	Nap time or quiet time
3:00 p.m. – 3:15 p.m.	Bathroom break and snack
3:15 p.m. – 3:30 p.m.	Free play
3:30 p.m. – 3:45 p.m.	Small group activities
3:45 p.m. – 4:00 p.m.	Bathroom break
4:00 p.m. – 5:00 p.m.	Combine with Head starters, table toys and large motor activities
5:00 p.m. – 5:30 p.m.	Combine with Munchkins, Rumpus Room for free play
5:30 p.m. – 6:30 p.m.	Combine with rest of Center for games

Head Starter Room (pre-schoolers)

6:00 a.m. – 7:00 a.m.	Arrival and combined in Munchkin Room
7:30 a.m. – 8:00 a.m.	Breakfast, bathroom break and brush teeth
8:00 a.m. – 9:00 a.m.	Choice Centers
9:00 a.m. – 9:15 a.m.	Circle time and large group
9:15 a.m. – 9:30 a.m.	Snack and bathroom break
9:30 a.m. – 10:00 a.m.	Music and creative movement
10:00 a.m. – 10:30 a.m.	Choice centers (Art, science, sensory, individual and small groups)
10:30 a.m. – 11:00 a.m.	Outside play
11:00 a.m. – 11:30 a.m.	Choice centers
11:30 a.m. – 12:00 p.m.	Lunch and clean up
12:30 p.m. – 3:00 p.m.	Quiet time
3:00 p.m. – 3:30 p.m.	Bathroom break, snack and individual reading books
3:30 p.m. – 4:00 p.m.	Choice centers
4:00 p.m. – 4:30 p.m.	Outdoor play
4:30 p.m. – 6:30 p.m.	Bathroom break and combine with older children for free play and games

Choice Centers are sensory table, science area, blocks, computers, dramatic play area, writing area, table toys, social studies area and more.

Munchkin Room (school age)

6:00 a.m. – 7:30 a.m.	Arrival and free play
7:30 a.m. – 8:00 a.m.	Breakfast, brush teeth and cleanup
8:00 a.m. – 8:30 a.m.	Circle time
8:30 a.m. – 9:30 a.m.	Open Centers
9:30 a.m. – 10:00 a.m.	Snack and bathroom break
10:00 a.m. – 11:00 a.m.	Outside play
11:00 a.m. – 11:30 a.m.	Music and large motor activities
11:30 a.m. – 12:30 p.m.	Lunch and clean up
12:30 p.m. – 1:00 p.m.	Bathroom break, brush teeth and books
1:00 p.m. – 3:00 p.m.	Quiet time, outside, centers and bathroom break
3:00 p.m. – 3:30 p.m.	Snack time
3:30 p.m. – 4:00 p.m.	Centers
4:00 p.m. – 5:00 p.m.	Outside play
5:00 p.m. – 6:30 p.m.	Bathroom break and combine in Rumpus Room for free play and games

3.12 TRANSITIONING

You will be notified when your child is ready to move up to the next classroom. Center staff will develop a transition plan that will include the dates and times that the child will transition to the next classroom and the beginning and ending date of the transitioning period. 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. You may request a teacher conference to discuss the transitioning process.

SECTION 4 OPERATING HOURS AND CLOSING**4.1 OPERATING HOURS**

The Center is open Monday through Friday from 6:00 a.m. to 6:30 p.m. (except for National Holidays. See section 4.2 for specific closure dates.

4.2 HOLIDAYS

The Center is closed for seven nationally celebrated holidays each year. They are:

1. New Years' Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Post-Thanksgiving Day
7. Christmas Day

Notice of dates will be drafted at the beginning of the year and are posted on the memo board by the entry/exit door. Feel free to verify dates with the Center Director.

** The Center will close at 5:00 p.m on Christmas Eve Day.

4.3 CLOSING

Under the Center Director's authority the Center may be closed due to inclement weather or unforeseen hazardous conditions. Watch your local television station or listen to your radio for verification. (**Television channels** 3,8,19, 43 & PBS Ideastream – **Radio** 1100 AM, 640 AM, 1350 AM, 106.5 FM, 105.7 FM, 99.5 FM, 96.5 FM, 100.7 FM, 98.1 FM, 103.3 FM, 104.9 FM, 90.3 Ideastream and **Cable** WeatherPLUS Time Warner 522, WOW & Comcast 208).

4.4 DELAY OR CANCELLED PROGRAMS/CLOSING

Upon notification from staff or other agencies, the CCDCC Center Director will notify local news channels/radio stations of the Center's closure. The Center Director will then call staff according to the phone tree, followed by calls to children's homes. If the program needs to be cancelled while the Center is operating, the nature of the closure will determine how quickly children must be dismissed. The parents of the children who are already attending the center will be notified first, then others will be notified by their arrival due times. If parents cannot be reached, emergency contact numbers will be called. Two staff members will remain at the Center until the last child is picked up, permitted there are not emergencies for Center closure. Regular tuition payment is expected when the Center is delayed, closed or an early release of the child(ren) is necessary.

In the case of school closings, the Center may be available to provide childcare for the day. Please call to verify availability.

SECTION 5 SAFETY

5.1 ALTERNATIVE TRANSPORTATION

Parents agree to leave the program by an alternative means and to reimburse the program for the cost when a staff member believes that the safety of the child is better served if the parent does not drive.

5.2 CAR SAFETY SEATS

Children transported in vehicles must be buckled securely into car safety seats/seatbelts that meet state requirements. Parents will take whatever steps are necessary to maintain and use car safety seats. Another person on the authorized pick up list will be called if this requirement is not met.

5.3 FIREARMS AND AMMUNITION

No firearms and/or ammunition are permitted on the premises. Pursuant to the Ohio Revised Code, Section 2923.1212(A)(8), unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance on the premises.

5.4 FIRE DRILLS /WEATHER ALERTS

The Center has monthly fire drills at varying times. A record of the fire drills is posted on the memo board by the entry/exit door. The Center has fire emergency and weather/natural disaster plans posted in every classroom. These plans explain the staff responsibilities and the action to be taken in case of a fire emergency or weather alerts. The plans contain diagrams showing evacuation routes.

5.5 ACCIDENTS, INJURIES AND EMERGENCIES

When an accident or injury occurs, the Center completes an *Incident Report*. The parent is asked to review and sign the incident report. A copy of the report is provided to the parent and a copy is maintained in the Center's *Incident Report* file. A copy is also sent to Family & Community Services, Inc. and reviewed monthly by the agency's safety committee.

If a serious injury or emergency occurs, the parent or guardian will be contacted immediately. An *Incident Report* will be completed, of which a copy will be signed by the staff witness and parent or guardian. The Center will comply with the appropriate hospital or doctor procedures, per parent instructions on the emergency medical form. The Center will protect the children and provide care that is in their best interest, should a general emergency, serious incident, injury or illness occur, or when emergency evacuation is necessary. In the event of a general emergency the Center's vans may be used.

5.6 CHILD ABUSE

The Center Director and each employee or volunteer of the Center are required under Ohio Revised Code Section 2151.421, to report their suspicions of child abuse or neglect to the public children services agency. If a staff member or volunteer suspects that a child has been abused or neglected, that staff member will immediately notify the Center Director and the local Department of Job & Family Services.

5.7 SAFETY AND SUPERVISION

All children will be supervised at all times. The Center will provide separate age appropriate activities for all children.

School age children may run errands within the Center or use the bathroom unassisted, as long as other staff members are within hearing distance, child goes one at a time (not with a group of other children), are within the building and the children are checked on every five (5) minutes until they return to the group.

5.8 DETERMINING SCHOOL AGE CHILDREN WHEREABOUTS

This following procedure has been established to determine the whereabouts of school age children who do not arrive to CCDCC from school, when scheduled:

1. CCDCC staff shall ask the bus driver the location of the child(ren) or call the school bus garage.
2. The child's parent will be contacted.
3. Continued efforts will be made to reach parent(s) and emergency contact(s) until the child is located.

5.9 NO SMOKING / USE OF AEROSOLS

Smoking is not permitted in the building or on the grounds. Spray aerosols are also prohibited when children are at the Center.

5.10 CHANGE OF INFORMATION IN FILE

Any changes to a client's address, phone, place of employment, doctor or dentist, must be submitted in writing to the Center Director. All enrollment forms must be updated yearly.

5.11 CHILD DISCIPLINE POLICY

The Center strives to provide a safe environment for children, both physically and emotionally. When inappropriate behavior arises, it may be necessary to enact the following behavior management techniques:

- Redirect their attention to a positive activity;
- Praise and reward for good behavior;
- Encourage the child to talk about their feelings;
- Place children in time out if they hurt another student;
- Schedule Parent/Teacher conferences to discuss the problem and set a plan of action to help the child gain control;
- Obtain professional help (school psychologist, private counselor or mental health specialist) if the unacceptable behavior continues;
- Enact disciplinary action of a child loses control of words or actions, and all efforts by the staff to regain control fail;
- If cooperation from the parent/guardian is not received in correcting these behaviors, the child could be suspended from care or expelled from the Center.

CCDCC staff will not allow any form of physical discipline to be given to any child. This includes shaking, hitting, pinching and/or slapping. Every child is special and the way they respond to discipline is unique. Our goal is to encourage and reward the behavior that is acceptable. The teacher in each classroom is responsible for the discipline in that class. Please feel free to address any discipline issues with the teacher.

This policy applies to every employee or volunteer of CCDCC.

5.12 NEGATIVE BEHAVIOR NOTICE

Parents/guardians must be notified of repetitive inappropriate behavior in writing. The definition of repetitive is subjective: in the case of an extreme act by an older child the parent should be notified that day, whereas in the case of an infant, several instances may occur before the parent is notified. The purpose of notifying the parent in writing is to document the fact that an inappropriate behavior has occurred.

The teacher notifies the parent in writing using the *Negative Behavior Form*. When filing out the form, the teacher will briefly describe the specific incident on the form. The purpose of this notice is to document that the parent has been notified of this behavior, but it should never be used in place of verbal communication. Whenever possible the teacher will talk to the parent about the behavior.

Prior to giving the notice to the parent, the teacher must review the notice with the Center Director. A notice may not be given to a parent without the Director's approval. If left for the parent in the child's basket, the notice should be placed in a plain envelope with the parent's

name on the front in order to preserve confidentiality. A copy of the *Negative Behavior Notice* should also go in the child's file.

After three notices within a reasonable amount of time, the Center may choose to suspend a child or terminate service to the child.

SECTION 6 ACTIVITIES

6.1 FIELD TRIPS / OUTINGS / TRANSPORTATION

The Center provides passenger vans for all outings. If a large number of children are participating in the outing, alternative transportation may be provided. The Center will notify parents what vehicle will be used for the outing and if someone other than staff will be driving the vehicle. Children will be properly seat-belted in the vehicle at all times during travel in accordance to Ohio law. The driver shall be over 21 years of age, hold a current valid driver's license and not be under the influence of any substance which could impair the driving ability.

The Center's plan for safety whenever children are transported on an outing is:

- Written permission is required for each child on every outing;
- A licensing-approved first aid kit is taken on each outing;
- A certified staff member will accompany each outing. Staff are trained in CPR, first aid, child abuse recognition and communicable diseases identification;
- Identification is attached to every child on each outing - identifying the child to the center including the center's name, address and phone number;
- An emergency transportation authorization form and the child's health record are taken on each outing and a health record for any child who has health conditions which could require special procedures or precautions during the course of the trip. The center will also take supplies needed to provide treatment;
- Staff/child ratios shall be met at all times. Children shall be assigned to a particular staff member for all field trips;
- Children shall not be left unattended;
- Counts of the children are taken and the *Fieldtrip Checklist* is followed.

6.2 SWIMMING AND WATER SAFETY

All swimming sites shall meet all state and local guidelines for environmental health inspections and for onsite and private pools. Verification of the inspections for onsite and private pools shall be maintained at the center.

Swimming activities shall not be permitted in lakes, rivers, ponds, creeks, or other similar bodies of water with the exception of school children who have the written permission of the children's parent or legal guardian.

The Center's policies for bodies of water greater than two feet deep are:

- Written permission is required for each child for onsite play and a separate permission slip for each offsite activity. The permission slip must state whether the child is a swimmer/non-swimmer and if the child may participate in water activities;

- All bodies of water greater than two 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 water safety program;
- Staff members will supervise children at all swimming sites. There shall be one lifeguard for every thirty-five children involved in the water activity at one time;
- All off-site swimming locations must be approved and supervised by local authorities. Persons who are currently certified as lifeguards or water safety instructors by the American Red Cross or equivalent water safety program will supervise activities;
- Child-staff ratios will be met at all times.

On-site wading pools are emptied and sanitized at least once a day.

6.3 OUTDOOR PLAY

In compliance with the State of Ohio requirements, the Center provides outdoor play, each day, in suitable weather for all age groups of children that are present in the Center for at least 4 or more consecutive daylight hours. Outdoor play may be limited by the Center Director due to weather or safety issues including, temperature, humidity, wind chill, ozone levels, pollen count, lightening, rain or ice. Appropriate clothing is required. The indoor rumpus room is used daily for all age levels and will also be used as an alternative to going outside if the weather is not suitable.

6.4 DEVELOPMENT ACTIVITIES

In the development component of our program, CCDCC can help children grow physically, socially, emotionally and intellectually. Activities include language development, emotional balance, self-help skills, rhythm, small and large muscle activities, perceptual coordination, number skills, letter skills, arts and crafts, classification and environmental awareness. Activities range from singing to finger-painting, using magnets, magnifying glasses and measuring devices. The Center emphasizes talk about nature and the environment, going on field trips and taking hikes.

Schedules are arranged so that active and quiet periods alternate, as do teacher-directed and child-initiated activities. A rest period follows lunch, with the length depending on the age of the children. A copy of your child's daily schedule is available upon request. *(See 3.11 of this handbook for a general guide.)*

6.5 BIRTHDAYS

Birthdays are very special to children. With the permission of the teacher, parents may bring in a treat or dessert to celebrate a birthday. Please be aware that some children in the Center have food allergies. Please discuss your treat/dessert with the teacher to be sure that the ingredients are safe to all children in the class.

6.6 SPECIAL DAYS

Special holidays are celebrated during the year. Your child's teacher will notify you of the different celebrations. These celebrations take place during the day and parents are welcome to participate.

6.7 PARENT PARTICIPATION POLICY

The Center has an open door policy and welcomes interaction with parents. The Center Director and staff members are available to discuss any concerns or problems that may arise. Parents are encouraged to participate whenever possible in the activities at the Center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend fieldtrips, class parties, special luncheons or simply stop by to join in the daily fun. The following are more examples of activities that provide parents opportunities to participate in our program: acting member of the advisory board, member of committees, newsletters, holiday program, open houses, parent groups, parent meetings, bulletin boards and CCDCC fundraisers.

Children have a mailbox located near their room. Check the mailbox daily for any correspondence. An information bulletin board posts general information about the program or upcoming events.

If parents have concerns or questions at any time it is recommended that they bring the concerns up when they occur, using the following chain of command:

1. Child's teacher
2. Center Director
3. Director of Youth Development

Often concerns can be addressed when they are managed early instead of being allowed to escalate into serious problems. Due to staff responsibilities and schedules, you may want to make an appointment to discuss your concerns with the teacher so that they are able to focus on you and your child. Staff fully realizes that you are trusting us with your children and we want our relationship to be a good one.

SECTION 7 HEALTH PROGRAM

7.1 MEDICAL EXAMINATIONS

Each child attending CCDCC must have an approved medical examination and receive the immunizations required by the State of Ohio. A medical examination must be completed within thirty (30) days of the child(ren) start date at the Center. These records must be updated every thirteen (13) months. Children school-aged and above are not required to have an annual physical submitted to the Center.

Each child's health records must be kept on the Center's premises and made available to the State Day Care Specialists for inspection. Staff members are also required to meet the State and Center's health requirements.

7.2 MEDICAL / DENTAL AND GENERAL EMERGENCIES

A written plan covering medical emergencies is required by the State of Ohio. The plan mandates:

- A person trained in first aid, CPR, child abuse and communicable diseases is on the premises at all times;
- The Emergency Medical Transportation Form is signed and on file.

If a medical emergency occurs:

- A parent is contacted. If the parent is not reachable, the emergency contact person is called. It is recommended that any medical concerns be discussed with the emergency contact person prior to an accident or injury;
- The child is transported to the nearest hospital. An ambulance will be called if necessary and a staff member will stay with the child until the parent arrives.

If an emergency occurs and the parent and emergency contact cannot be reached:

- The Center will continue attempts to reach a parent or emergency contact person;
- A staff member will accompany the child to the hospital. The staff member will remain until a parent or authorized adult reaches the hospital;
- If the child is discharged and an authorized adult has not reached the hospital, the child will return to the Center with the staff member.

In the case of a general emergency (any threat to the safety of children due to environmental situations or threats of violence, natural disasters such as fire or tornado, or loss of power, heat or water) that would warrant removal of all children and staff from the Center, all children will be removed via center van(s) to the Geauga County Safety Center located at 12480 Merritt Road, Chardon, Ohio.

7.3 COMMUNICABLE DISEASE POLICY

Symptoms and Conditions	Isolate and Discharge	Isolate and Observe
Diarrhea – more than three abnormally loose bowel movements within 24 hours.	Yes	No
Severe coughing – causing child to become red or blue in the face or to make a whooping sound.	Yes	No
Difficulty or rapid breathing.	Yes	No
Yellowish skin or eyes.	Yes	No
Conjunctivitis – Pink Eye.	Yes	No
Temperature of 100° greater taken by the auxiliary method when in combination with any other symptom.	Yes	No
Untreated infected skin patches.	Yes	No
Vomiting more than once.	Yes	No
Evidence of untreated lice, scabies or other parasitic infestation.	Yes	No
Unusually dark urine and/or gray or white stool.	Yes	No
Stiff neck.	Yes	No
Unusual spots or rashes.	No	Yes
Sore throat or difficulty swallowing.	No	Yes
Vomiting – single occurrence.	No	Yes

Center policy states that a child may not return to the Center with a fever (temperature of 100 or more) when in combination with any other sign or symptom of illness as stated above. The child may return after the temperature has returned to normal for a 24-hour period. The child may return to the Center before the 24-hour period if the child no longer has a fever and has a note from a physician.

7.4 COMMUNICABLE DISEASE PROCEDURE

Upon identification of a child suspected of illness, a room (either the office or a portion of the child's room not being used for child care) will be set up as an isolation area. This area must be used for the care and isolation of the sick child. A child may be sent home at the discretion of the Center Director. The sick child will be provided with a cot and their blanket until they are either discharged or deemed well enough to rejoin their class. The cot will be sanitized with an appropriate germicidal detergent upon the discharge of the child. Blankets need to be washed before being brought back and used at the center. An adult must be within sight and hearing of a child who is isolated due to illness. No child is ever left alone unsupervised.

A mildly ill child may be observed within the group for worsening conditions. Children should not attend the Center when they are known to be ill or have a communicable disease or infection. Children will be considered ill if any of the previously mentioned conditions have been present within twenty-four (24) hours. Illness will be based on the most current guidelines set by the Ohio Department of Health. A communicable disease chart is posted in the office.

Concerning the health and welfare of the children, the Center will comply with the Health Department and Job and Family Services Department according to Ohio State law.

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

No Staff member will attend the Center if they exhibit signs of a communicable disease. The Center Director reserves the right to request a Physician's note for a staff member to return to work.

If there is a communicable disease in the Center, there will be a sign posted on the door and also by the sign-in books to notify the parents and guardians.

For any communicable disease which is deemed epidemic by the Health Department, parents and staff must comply with the Health Department's recommendation before re-entry into the Center. The Center will exercise their judgment in the best interest of the staff and children in determining if the Center or unit of the Center needs to be closed.

Remember, if your child is too sick with a cold or illness to attend public school or go outside to play, than they are also too sick to be at the Center. Please keep your child at home if this is the case.

7.5 ADMINISTRATION OF MEDICATION

The policy regarding the administration of medication and observance of food allergies is as follows:

Written instructions from parent: Whether your child is on a prescription medication (including topical ointment, creams or lotions) or a non-prescription medication, CCDCC must have written instructions detailing how much medication to administer and what time administer the medication to the child. The *Request for Administration of Medication* form must be completed (copies are available in the office). Please provide the fax number for the doctor's office on the form for non-prescription medication so that the form can be faxed to your physician/pediatrician for approval. If your child(ren) have multiple medications, a form is required to be completed for each medication.

CCDCC staff must be aware that the child has medication and a parent must bring the medication to the staff for safe storage. Medication cannot be left in book bags or diaper bags.

Prescription medication: If your child is on a prescription medication, a *Request for Administration of Medication* form must be filled out but a doctor's signature is not required. The parent must complete, date and sign the instruction form at the Center before administration of medicine. The original prescription label must be attached to the original container for each medication or food supplement.

Prescription Ointment, Creams or Lotions may be administered by the Center if the written instruction on the *Request for Administration* form contains: the name of the ointment, cream or lotion; the name of the child; the age of the child; the date and signature of the parent or guardian. The center shall follow the manufacturers' guidelines regarding application.

Only nonprescription fever/pain reducing medications that do not contain aspirin, or cough or cold medications that do not contain codeine, may be administered by the center, without written instructions from a licensed physician provided:

1. That a request for *Administration of Medication* is completed by the parent;
2. That the instructions for administration do not exceed the manufacturers' recommended dosages;
3. Medication is in the original container with the original label attached;
4. The label specifies appropriate dosages based on the child's age or weight;
5. The full name of the child receiving the medication is printed on the container and
6. CCDCC administers the medication for no more than three consecutive days in a fourteen day period.

Dosages that are prescribed "as needed," need to be accompanied by written instruction from the parent prior to administration. If medication is to be administered for longer than six consecutive months, a written instruction form must be signed by the licensed physician or dentist and re-filled with the Center every six months.

Inhalers: School age children who use inhalers may carry it with them on their person or in their bag, but all CCDCC staff members that come in contact with the child must be notified of the inhaler and properly trained on administration. Only school-aged children will be permitted to maintain control of their inhalers. They must stay on their person at all times. If a child is unable to maintain control of their inhaler it must be turned over to the staff member directly responsible for the child.

If your child is allergic to any foods, CCDCC must have written instructions from the parent and/or licensed physician, detailing what foods not to give your child and what food your child may have.

CHAPTER 8 MEAL PROGRAM

All meals must comply with the USDA guidelines on school lunches including the required food groups and minimum amounts. Meals are served family style. Children are not forced to eat, but are encouraged to try everything that is offered. Food is never used as a reward or punishment.

Due to certain food allergies, children may not bring food or snacks into the Center. For special situations (such as Birthday celebrations) consult the Center Director and/or teacher regarding treats.

8.1 BREAKFAST

Breakfast is served to children who arrive at the Center before 8:00 a.m. Breakfast usually consists of servings from the bread/wheat, dairy and fruit/vegetable groups.

8.2 LUNCH

Lunch is served to children who are present at the center prior to 11:30 a.m. Lunch always consists of servings from the protein, bread/wheat, dairy and fruit/vegetable groups and follows nutritional guidelines.

8.3 SNACKS

Two snacks are served daily: mid-morning and mid-day. Snacks usually consist of servings from the bread/wheat, dairy and fruit/vegetable groups.

8.4 INFANTS

The Center provides baby food (strained or junior), formula (Parents' Choice from Walmart) and milk. Parents may supply formula if they prefer a specific brand. All bottles/jars supplied by parents must be clearly labeled with the child's name and the date. A permission slip must be signed by a parent or guardian as to what foods your infant may be fed including the name, amount and times.

8.5 SPECIAL DIETS / FOOD ALLERGIES

Written instructions from a licensed physician detailing food allergies and diet restrictions must be submitted to the Center Director by the parent or guardian. See section 7.5 for further instruction for special needs.

If your child requires a special diet, a menu will be provided and the parent is responsible to supplement as needed. If a special type of milk is required, a *Special Diet* form must be filled out. All milk is provided by the Center. No food may be brought into the center without prior approval, with the exception of infant formula.

SECTION 9 CONFERENCES

Parent/teacher conferences are held twice a year. Conferences are scheduled for the convenience of the parents, either before or after working hours. Your cooperation in attending these conferences (or letting the teacher know when you cannot attend) is greatly appreciated. Additional conferences may be scheduled as needed by the staff or parents. NOTE: For parents of children two (2) years and younger, conferences are available upon request.

9.1 DISCIPLINARY CONFERENCES

Disciplinary conferences are scheduled when necessary. Solutions to disciplinary problems are discussed and a plan of action is instituted. If a child's inappropriate behavior cannot be managed, the Center Director has the authority to suspend or expel a student.

9.2 LATE PICK UP CONFERENCES

The Center closes at 6:30 p.m. A conference will be scheduled with the Center Director if more than one incident occurs where parents are late picking up their child(ren). After the conference, if a solution cannot be found, termination of services may be required.

If you realize that circumstances beyond your control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time.

9.3 TRANSITION CONFERENCE

When your child(ren) transition to another classroom you may request a conference with the teacher(s) to discuss the transitioning process.

SECTION 10 SCHEDULING/FEEES

10.1 MONTHLY CONTRACTS

The days that you contract for are the days that you are required to pay for. A two week notice is needed to make a change to your schedule. If the notice is less than two weeks, payment is still required. There will be a late contract fee of \$20.00 charged to your account if monthly contracts are not received by the 15th of the month prior to service. If a contract has not been returned by the end of the month prior to service, full time, full day fees will be charged to your account. It is very important to have monthly contracts turned in for scheduling, billing and food count information.

10.2 BEFORE/AFTER SCHOOL PROGRAM

Submitted contracts must list the number of hours the child will attend CCDCC. Clients are billed on an hourly basis. If a child does not attend CCDCC when scheduled, no refund or credits will be given. Additional hours will be added to the client's account if a child attends additional hours.

10.3 HOLIDAYS

Until you are enrolled in the Center for one full year, you are responsible to pay for all of the holidays we are closed. These include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Post-Thanksgiving Day and Christmas Day.

10.4 VACATION

There will be no vacation days given. Since you can contract the days of care you need, you can schedule time off for your vacations, therefore not having to pay for the time you are gone.

10.5 SUMMER VACATIONS/RE-ENROLLMENT IN THE FALL

You are required to pay a \$25.00 registration fee and have all of your paperwork, physicals and enrollment forms completely filled out to hold your spot for the fall. This must be completed and to the office by the time you exit the Center for the summer.

10.6 CHANGES FROM MONTH-TO-MONTH

Contact the Center Director to confirm that openings are available, before submitting a monthly contract. Request the additional day(s) in writing. Fees are due on the day service is provided.

When children are a drop in basis, a phone call must be made to the Center the day prior to get verification of room in your child's classroom.

10.7 TUITION FEES / PAYMENT POLICIES

Contracts are due by the 15th of the month. There is a \$20.00 late fee that will be assessed for contracts not received in the office by the end of business on the 15th.

You will receive bills on the 25th and the 10th of each month. The bills will include day care expenses for the contracted dates and times, the monthly supply fee, any extra-curricular activity (such as dance class) and any late fees assessed.

Payment is due on the 1st and 15th. If payment is not received by the 10th from the billing cycle on the 25th of the prior month, you will be assessed a \$20.00 late fee. If the second payment (billing cycle on the 15th) is not received by the 25th, an additional late fee of \$20.00 will be assessed and services will be suspended until payment is made in full.

If you pay your balance in full by the 5th of the month, you will receive a 5% credit toward your child care bill for that month. Please make your checks payable to Chardon Community Day Care Center or CCDCC. Our tax ID number is available upon request.

Registration Fees: Each year on your service anniversary date you will be assessed a non-refundable registration fee of \$50.00 per family. Your child is not considered enrolled until the registration fee is received.

If withdrawing your child(ren), you will be responsible for the full amount owed for the month if a two-week notice is not submitted.

10.8 MULTIPLE CHILDREN DISCOUNT

Discounted rates apply to weekly, daily and half-day rates for clients who have more than one child enrolled in CCDCC. The discount always applies to the older child. Discounts are not available on hourly rates. There is a 20% discount for the oldest child enrolled.

10.9 COMPANY DISCOUNT

Several local businesses have arranged for a 10% discount at CCDCC. You will be required to supply proof of your employment upon registration and upon request quarterly. If you fail to provide proof of employment you will not receive the credit.

10.10 SICK CREDIT

There will be no sick credit given unless absent for a full week with a doctor's note, and then one half of a week's tuition will be credited to your account. If absences occur due to illness for more than one week, time may be credited at the Center Director's discretion.

10.11 TRANSPORTATION FEE

For children who require transportation to their school, there will be a \$15.00 fee per month/per family. Please inquire as to which schools are currently being serviced.

10.12 RETURNED CHECK FEE

The insufficient funds fee is \$30.00. Clients are also charged a late payment fee.

10.13 LATE PICK-UP FEE

Children picked up between 6:30 p.m. and 6:45 p.m. are charged a \$20.00 fee. An additional \$1.00 per minute after 6:45 p.m. is charged. If there is a second occurrence the above-stated fees will be doubled. Parents must sign the late book upon leaving the Center. See section 9.2 for more information.

10.14 FIELD TRIP FEES

The Center offers many different field trips throughout the year. There may be fees assessed for each field trip. Notice will be provided to the parents prior to the trips. Payment is due prior to the field trip being taken.

10.15 FINANCIAL AID

Parents who may qualify for Job and Family Services Financial Aid should check with the Department of Job and Family Services regarding determination of eligibility. Please see Chapter One, Section 1.5 for further information. Parents who work, attend school/training programs or have children in protective care, may qualify for assisted day care funding.

10.16 PERMANENT DISENROLLMENT POLICY

CCDCC reserves the right to permanently dis-enroll any family/child for failure to comply with the policies and procedures as written in this handbook.

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
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 parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

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

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

JFS 01237 (Rev. 9/2006)

Child's/Children's name: _____

I have received and read the Parent Handbook and understand Chardon Community Day Care Center's Policies (as updated July 2010) and will abide by the standards that have been set. CCDCC reserves the right to ask any family to leave the Center if policies and procedures are not followed.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date