

2017-2018

Child Focus, Inc.
Before and After School Handbook



*The mission of
Child Focus, Inc. is to join
with communities in
strengthening families
and improving the quality
of life for children.*



Table of Contents

SECTION (1) PROGRAM INFORMATION	4
Site Locations, Days, & Hours of Operation.....	4
Fee Schedule	5
Enrollment Process	5
Inclement Weather and Program Closing.....	6
Ratios.....	6
Before & After School Sample Daily Schedule.....	7
SECTION (2) PHILOSOPHY & GOALS	8
Curriculum	9
SECTION (3) PROGRAM OPERATIONS.....	9
Arrival & Departure.....	9
Emergency Contact Information.....	10
Release of Child.....	10
Non-Custodial Parent.....	11
Release of Confidential Information	11
Supervision of Students	11
Disenrollment Policy	12
Discipline and Behavior Management Policy	12
Unacceptable Discipline Methods	13
Outdoor Play Policy.....	13
Electronic Systems Policy.....	13
Lost, Misplaced or Damaged Personal Items Policy.....	14
SECTION (4) HEALTH.....	14
General Anesthesia Policy	14
Medication Policy	14
Storage of Medication.....	15
Ill Child	15
Injury Procedures	16
Transportation of Children	16
SECTION (5) NUTRITION.....	17
Meal Times	17
USDA Nondiscrimination Statement	17
SECTION (6) SAFETY	17
General Emergency and Safety Procedures.....	18
Emergency Evacuation Sites	19
Reporting Suspected Child Abuse and Neglect	19
Parent Communication	19

SECTION (7) PARENT PARTICIPATION 19
 Parent Roster..... 19
 Regular Classroom Volunteering..... 20
 Grievance Procedure 20
 Babysitting/Party Policy 20

**CENTER PARENT INFORMATION REQUIRED BY OHIO
 ADMINISTRATIVE CODE..... 21**



Before & After School Program Assistant _____ Phone # _____
 Center Administrator _____ Phone # _____
 Program Coordinator Katie Teixeira _____ Phone # 340-2827
 Assistant Director Beth McManus _____ Phone # 528-7224
 Program Director Berta Velilla _____ Phone # 528-7224

Child Focus, Inc. is a non-profit organization and an Equal Opportunity Provider.

Section (1) Program Locations, Day & Hours of Operation

Child Focus Learning Programs Administrative Office
555 CINCINNATI-BATAVIA PIKE ● CINCINNATI, OHIO 45244
(513) 528-7224 ● Fax (513) 688-8141

Before & After School Program Sites - Kindergarten – 5th Grade

Amelia Elementary

513-943-3860
5 East Main Street
Amelia, OH 45102
M-F (6:45 am – 8:15 am)
M-F (2:50 pm – 6:00 pm)

Clough Pike Elementary

513-806-6675
808 Clough Pike
Cincinnati, OH 45245
M-F (6:45 am – 8:15 am)
M-F (2:50 pm – 6:00 pm)

Merwin Elementary

513-967-6452
1040 Gaskins Road
Cincinnati, OH 45245
M-F (6:45 am – 9:15 am)
M-F (3:45 pm – 6:00 pm)

Summerside Elementary

513-947-7947
4639 Vermona Drive
Cincinnati, OH 45245
M-F (6:45 am – 9:15 am)
M-F (3:45 pm – 6:00 pm)

Williamsburg Elementary

513-724-2241
839 Spring Street
Williamsburg, OH 45176
M-F (7:30 am – 8:55 am)
M-F (3:30 pm – 6:00 pm)

Willowville Elementary

513-760-9906
4529 Schoolhouse Road
Batavia, OH 45103
M-F (6:45 am – 9:15 am)
M-F (3:45 pm – 6:00 pm)

W-T Elementary

513-846-8066
3950 Britton Boulevard
Cincinnati, OH 45245
M-F (6:45 am – 9:15 am)
M-F (3:45 pm – 6:00 pm)



Fee Schedule

The following fees are effective for the 2015-2016 school year for the Before & After School program. The program is subject to a \$25 annual registration fee.

Before & After School	Before AND After (5 days)	\$65/week
	Before AND After (4 days)	\$55/week
	Before OR After (5 days)	\$60/week
	Before OR After (4 days)	\$50/week

Payments may be made by credit, debit or flex-spending account card, by pre-authorized direct debit from a bank account or by check or money order made payable to Child Focus, Inc. Electronic payment methods are preferred and may be established on a weekly, bi-weekly or monthly basis.

Electronic payments will be processed on the Monday of the current week of service. Payments made by check or money order may be mailed or delivered in person to the Child Focus office located at 555 Cincinnati-Batavia Pike. Payments must be received by Friday PRIOR to the week of service. Payments received after Monday will be subject to a \$20 late fee. We cannot be responsible for delays in the postal service. Checks returned for insufficient funds will be subject to a \$25 returned check fee.

Parents will not be responsible for payment for days that school is not in session and charges will reflect actual scheduled school days for the week(s) being processed. Credits equal to 1/5th of the weekly amount will be processed for each day of closure related to weather. Parents are responsible for absences and no credits will be issued for a day that school is in session but the child is not in attendance. Parents are responsible to notify Child Focus in writing of withdrawal from the program. Payment is due through the last date attended or the date of written notification, whichever is later.

Statements will be sent monthly to the email address on file. Statements for tax purposes will be sent annually in January.

Children must be picked up by the scheduled closing time or a fee will be assessed. A charge equal to \$5 for every five minute increment past closing, according to the center's clock, will be added to the following week's charges.

Enrollment Process

Parents interested in the Before and/or After School, are asked to complete an enrollment packet and attach the \$25 registration fee. The enrollment packet contains the following ODJFS required enrollment forms: Child Enrollment and Health Information Form and the Child Release Authorization Form. Information from these forms is entered into the CFI data management system with copies kept on-site for every child enrolled. Parents may contact the main office at 528-7224 or the on-site staff to reflect changes to any of the information on these forms. Hard copies are also available at Child Focus. Upon completion of the forms, Parents are contacted via phone or e-mail for conformation if needed.

All information regarding your family is kept confidential. Confidentiality policies are outlined for staff. All files are kept in a locked file. If you have questions or concerns about our enrollment process, please call 528-7224.

Enrollment and health information is updated annually.

Incident Weather and Program Closing

Before & After School Programs will be closed whenever the elementary that the program resides in is closed. This includes holidays, winter break, spring break, and snow days.

Early Dismissal

In the event that the school district closes early, the After School Program will be cancelled. The After School students must either be picked up or ride the bus home at the time the district closes school. Please notify your child’s teacher about how your child will be getting home.

Delayed Starts

Should the district decide on a 1 or 2 hour delay, the Before School Program will only delay 1 hour. Students may then be dropped off and signed in as usual.

Cancellations

In the event that the district closes or a specific elementary school closes, the Before & After School Program at that site will also be closed. This holds true for anytime the elementary school building is closed – holidays, breaks, professional development days, etc. If the district changes from a delay to closed, parents will be responsible to return and pick up their child from the program.

Please utilize your local radio stations and television stations as well as any social media or phone trees the district has in place for notice of delays or cancellations as this will be your only notice of cancellations or delays.

Ratios

Child Focus participates in the state Step Up to Quality system. Step Up To Quality is Ohio's quality rating and improvement system for licensed learning and development programs. Step Up To Quality recognizes learning and development programs that exceed licensing health and safety standards.

The ratios for programs with a Star Rating up to 3 stars is:

AGE	ADULT/CHILD RATIO	MAXIMUM GROUP SIZE
Schoolagers	1 to 18	36

The ratios for programs with a Star Rating of 4 and 5 is:

AGE	ADULT/CHILD RATIO	MAXIMUM GROUP SIZE
Schoolagers	1 to 15	30



Sample Before & After School Daily Schedule

Sample Schedule for Early Schools

AM

7:00 Classroom opens, arrival, self-directed play options / free choice
8:20 Children dismissed to their assigned classrooms

PM

3:00 Children arrive from classrooms
3:15 Afternoon snack
3:30 Outdoor activities or indoor large and small group activities
4:30 Homework help, table games, self-directed play
6:00 Parent pick up completed and classroom closes

Sample Schedule for Late Schools

AM

7:00 Classroom opens, arrival, self-directed play options / free choice
9:20 Children dismissed to their assigned classrooms

PM

4:00 Children arrive from classrooms
4:00 Afternoon snack
4:15 Outdoor activities or indoor large and small group activities
5:00 Homework help, table games, self-directed play
6:00 Parent pick up completed and classroom closes

Section (2) Philosophy & Goals

Our program philosophy and curriculum approach as we strive to support young children is founded in the use of developmentally appropriate guidelines. The concept of developmentally appropriate practice expands to three (3) important dimensions: *age appropriateness, individual appropriateness and cultural appropriateness.*

Age appropriateness recognizes that children grow and develop in predictable stages. This includes – physical, emotional, social, language and cognitive development. Knowledge of typical development provides a framework for teachers when preparing the learning environment and planning appropriate activities.

Individual appropriateness recognizes that each child is a unique person with an individual:

- ◆ pattern of growth and development
- ◆ personality
- ◆ learning style

Cultural appropriateness recognizes the importance of the knowledge of social and cultural contexts in which children live. Both the curriculum and adult interaction with children are responsive to individual differences.

Our Goals...

Provide learning experiences that promote the development of social, cognitive, language and literacy skills.

Focus on the entire family as a unit. Teachers and families work together to create a climate necessary for life-long learning.

Promote a safe, healthy, caring, stimulating environment giving children time and opportunity to explore and investigate their world creatively.

Value differences in children, building upon diversity rather than stressing conformity.

Reflect an understanding that children learn through **active involvement and play.**

Consider assessment and evaluation results in making appropriate decisions to support children's learning, improve their performance and realize their individual potential.



Curriculum

Before & After School

Child Focus Before & After School Programs offer a safe, stimulating environment for school aged children before and after school. Child Focus is dedicated to providing an environment where teachers nurture and support the individual needs and interests of each child. Teachers and staff are committed to fostering the curiosity, creativity and enthusiasm that is inherent in children. Through carefully planned experiences and opportunities, Child Focus programs support children in all areas of their development and encourage a lifelong love of learning.

All Child Focus programs are founded on the theory that children learn best when they are actively engaged in creating their own knowledge and understanding of their world. Teachers plan a variety of open ended, hands-on activities and lessons that enable children of various ages and development levels to interact, explore and build knowledge in new and exciting ways. We believe there is an important dynamic between the individual child and the environment. Having the ability, freedom and support to explore is the foundation for all knowledge and learning.

Children learn most effectively when activities are hands-on and based on their interests and needs. Learning experiences take place as children interact in well appointed free choice learning centers, outdoor playgrounds, and other safe and interesting environments. We support our curriculum with written plans based on national and state standards. These plans are, again, based on the needs of the specific children we serve.

Children's needs and interests are determined through:

- Parent/Teacher Discussions
- Student/Teacher Discussions
- Informal and Formal Observations

Through standards based, hands-on learning experiences that are focused on the needs and interests of the children, Child Focus provides exceptional care in a rich and satisfying learning environment for the children we serve.

Section (3) Program Operations

Arrival & Departure

To ensure your child's safety, for the **Before & After School Program**:

- ◆ Parent/guardian or adult must accompany their child when dropping off and sign them in.
- ◆ Notify the Child Focus staff member of your arrival
- ◆ Parent/guardian must come into the program and pick up child
- ◆ Notify the Child Focus staff member that your child/children are leaving
- ◆ Child must be signed out by parent/guardian when being picked up

Attendance will be taken in the Before & After School Program. Staff will determine the whereabouts of any student scheduled to attend and will contact school personnel, parents and emergency personnel as needed.

Emergency Contact Information

During the Enrollment Process, parents will provide Emergency Contact information as part of the ODJFS Child Enrollment form and on the Child Release Authorization form. This form is updated at least annually for all families.

- ◆ The program must have at least one phone number by which we can reach the parent/guardian. Temporary exclusion may occur if the program does not have a phone number to reach the parent/guardian.
- ◆ We recommend there must be at least three emergency contacts (authorized persons that can pick up and transport the child home in the parent/guardian's absence).
- ◆ If contact information changes at any time, the center must be contacted immediately.
*Parents/guardians must ensure that the form is kept current at all times:
- ◆ Changes or additions to the Child Release Authorization form or emergency contacts listed must be made in writing.

Release of Child

Our program is deeply committed to the safety of the children we serve. The following will be strictly enforced.

- ◆ Children will only be released to parents/guardians and authorized persons designated as Emergency Contacts on the ODJFS Child Enrollment form and/or Child Release Authorization form.
- ◆ The program recommends that these "Emergency Contacts" be adults of 18 years of age or older, however, if due to the family's needs a person of a younger age is needed to pick the child up from the program this request will be considered on a case by case basis following state Child Care Licensing guidelines. A child shall only be released to persons sixteen years of age or older, except when parent or guardian permission is on file. This written permission shall be signed and dated by the parent or guardian and administrator.
- ◆ All persons picking up the child from the program must have proper identification at all times, this includes parents/guardians. **A picture ID must be presented for verification (preferably a driver's license).** Staff will refer to the child's ODJFS Child Enrollment Form and Child Release Authorization form and requests persons to show photo identification as needed.
- ◆ **We must have parent/guardian signed and dated written permission in order to release child.**
- ◆ If a non-custodial parent has been denied access, or granted limited access to the child by a court order, we will secure documentation to this effect, maintain a copy on file, and comply with the terms of the documentation.
- ◆ If the parent picking up the child, or the person authorized by the parents to do so, is physically and/or emotionally impaired to the extent that, in the judgment of the staff on site, the child would be placed at risk of harm if released to such an individual, we will not release the child. In this event, staff will attempt to contact the child's other parent/guardian or an alternative persons authorized by the parents/guardian.

Permission must be on file for students to be released to other programs located within the school which notes when they leave and when they should return. Staff will determine the whereabouts of any student scheduled to return and will contact program child was released to, parents and emergency personnel as needed.

Non-Custodial Parent

Non-custodial parents not listed on the ODJFS enrollment form or the escort form must provide written documentation from the court indicating that they have permission to access child's records or have access to child.

If there are court documents in the child's center file that deny/limit the non-custodial parent/guardian's right to visitation we **CAN NOT** release the child. The staff will call the custodial parent and report the circumstances.

If the parent insists or is threatening, staff will call 911 immediately.

Release of Confidential Information

Our program will not release information from a child's record or file without the consent of a parent/guardian. If the program receives a request for information on your child and/or our program would like to obtain information from an outside entity we will request that the parent/guardian sign a consent form that includes what kind of information we would like to release/receive and to/from whom. Parents/guardians have the right not to sign this release consent form. All Child Focus, Inc. centers are licensed by the Ohio Department of Jobs & Family Services; therefore all child/family information is available to them without parental consent and prior notification.

Supervision of Students

All children will be supervised at all times. The requirements of ODJFS Rule 22 of the Administrative Code apply to all employees.

School children may run errands 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 Child Focus staff member.
- ◆ The Child Focus staff member checks on the children at least every five minutes until they return to the group.

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member as long as the child care staff member:

- ◆ Can see or hear the children at all times.
- ◆ Checks on the children at least every five minutes.

School children may participate in activities in the building sponsored by other groups. Written permission shall be obtained from the parent or guardian and kept on file at the center for review. The written permission shall specify:

- ◆ The child's name.
- ◆ The nature of the activity.
- ◆ Location in the building.
- ◆ Arrangements for going to and from the activity.
- ◆ Starting and ending times of the activity.
- ◆ Time period for which permission is given.
- ◆ Parent or guardians signature and date.

Unenrollment Policy

Child Focus, Inc. will make every effort to continue your child's successful enrollment in our programs. Examples of issues that may result in unenrollment:

- ◆ Extremely harmful behavior of child
- ◆ Extremely harmful behavior of parents to staff or other program participants including inappropriate language and/or verbal threats.
- ◆ Non-payment of fees
- ◆ Failure to swipe voucher card (if applicable)

If a parent wishes to unenroll their child, the parent must notify the center of the child's last day of service.

Discipline Policy and Behavior Management Policy

All children are expected to conduct themselves appropriately and to follow school rules while in the Before & After School Program. We believe that discipline:

- ◆ Is based on logical consequences
- ◆ Places the responsibility on the behavior
- ◆ Keeps options open and is friendly
- ◆ Is an active teaching process that emphasizes teaching a person to act in a way that will result in a more successful behavior

The following interventions will be used when a student uses inappropriate behavior:

VERBAL REMINDER	A verbal reminder will be given by a staff member of the inappropriate behavior
PARENT ALERT	This form indicates a parent/staff conference is necessary
BEHAVIOR CONTRACTS	A written agreement between parent, child, Before & After School Program Coordinator and Program Assistant that states: Any further occurrence of any behavior described on the contract will result in a one day suspension from the program. A second occurrence will result in a five day suspension from the program. A third occurrence will result in termination from the program. NO REFUNDS OR CREDITS WILL BE ISSUED.

BEHAVIOR MANAGEMENT PRACTICES

When a child engages in inappropriate behavior that threatens the health or safety of themselves or other others, the Child Focus staff will do the following:

1. Take immediate action to stop the behavior.
2. Inform the child and/or parents of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled on the spot, it may be necessary to temporarily remove him/her from the situation. Additionally, staff will attempt to learn the causes of the behavior and will try to help the child understand and overcome these.

In all other situations where other children are not directly jeopardized, Child Focus staff will discuss the behavioral problems with the child but will take no disciplinary action unless the child repeats the behavior. In cases of repeated inappropriate behavior, one of the following disciplinary procedures may be used:

- ◆ Hold a discussion with the child about the inappropriate behavior and its future consequences.
- ◆ Inform the child of any disciplinary action to be taken, if the behavior is repeated.
- ◆ Redirect/provide time away from the activity, with the child returning to the activity contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.
- ◆ Redirecting/time away from the activity, and notifying parents of child's behavior. If behavior continues, conduct a parent/guardian conference to discuss and provide support in managing child's behavior.
- ◆ When a child's persistent or dangerous behavior takes too much energy and attention away from the need, safety and well being of other children, or causes disruption of the program objective, the possibility of suspending and/or expelling the child from the program must be considered. The decision to send a child home is a difficult one to make and will be carefully considered before action is taken.

Unacceptable Discipline Methods

The following methods are prohibited by staff at all times, under any circumstances:

- ◆ Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, squeezing and other measures intended to induce physical pain or fear
- ◆ Threatened or actual withdrawal of food, rest, or use of the bathroom
- ◆ Use of food as reward
- ◆ Abusive or profane language
- ◆ Any form of public or private humiliation, including threats of physical punishment or emotional abuse, including shaming, humiliating, rejecting, terrorizing, or isolating a child
- ◆ Punishment for soiling, wetting, or not using the toilet
- ◆ Bribes, false threats or false choices
- ◆ Retaliating or doing to the child what s/he did to someone else
- ◆ Labeling a child as "bad" or otherwise implying that s/he is a problem, rather than the behavior

Outdoor Play Policy

Outdoor play is provided in suitable weather for every child attending center for more than four (4) consecutive day light hours and for after school for more than 2 hours. Outdoor play **will not** occur if temperature falls less than 32°F (including wind chill), poor air quality conditions exist (including ozone levels), or if there is a heat advisory in effect. Outdoor play areas are arranged to prevent children from leaving the area. On days that outdoor play cannot occur, the gym will be utilized for indoor large muscle play.

Electronic Systems Policy

It is understood that electronic games, cell phones, ipods, kindles and ipads are very popular. We understand the children enjoy playing their gaming systems. We want to give the children an opportunity to play these games; however, we want them involved in the planned activities also.

Therefore, electronic games will be allowed for a limited time during the extended day program only. Only games with the E (for everyone) will be allowed. The Before & After School Program will assume no responsibility for the lost, stolen or damaged games or hardware. Mark your child's name on everything. Bring and play at your own risk.

Lost, Misplaced or Damaged Personal Items Policy

Please be advised that Child Focus, Inc. will not assume responsibility for any lost, misplaced or damaged personal items brought to the center. Child Focus, Inc. will make every effort to keep these items from getting lost or broken but we will not offer any kind of reimbursement for lost or damaged property. Please label your child's possessions properly to help us keep track of individual belongings and minimize the number of personal items brought to the center.

Section (4) Health

If your child has a health condition or disability, we will make every effort to meet your child's needs. However, if a condition requires special assistance/equipment or additional staff, the cost of providing care will be discussed with parent/guardian and arrangements agreed upon to cover the cost. The Program Coordinator and staff will meet with you to discuss the condition. A Health Care Plan will be developed to outline a plan of care for your child while attending the program.

General Anesthesia Policy

Children are not permitted to attend Before & After School Programs until 24 hours after general anesthesia has been administered.

Medication Policy

Our programs follow Ohio licensing regulations regarding the administration of medication. We must follow these regulations. There can be NO exceptions.

In an effort to keep all children safe and reduce the risk of potential harm, we will only administer **rescue medications** to your child while in attendance at programs when needed.

You must follow these procedures regarding **rescue medication** administration:

- ◆ You must contact the Program Coordinator to complete the Medical Physical Care Plan outlining the plan of care including instructions for medication administration.
- ◆ You must give the rescue medication to the Program Coordinator.
- ◆ The Program Coordinator will help complete the necessary paperwork and deliver the medication to the classroom/site.
- ◆ All medications must have a completed "Request for the Administration of Medication" form. No medication may be in the center without this completed form.
- ◆ The Request for the Administration of Medication form outlines specific guidelines when written instructions from the physician must be obtained.
- ◆ Prescription medications other than rescue medication will be considered for administration at the center **only** after review and approval by the Program Coordinator.
- ◆ Children will not be permitted to keep rescue medication with them, such as inhalers, while at the program. All rescue medication must be given to program staff.

Please keep in mind:

- ◆ Staff is not permitted to give the first dose of medication.
- ◆ If medication can be given at home, it must be given at home.
- ◆ Do not send medications, lotions or creams in backpacks.
- ◆ Do not leave medication in the classroom with your child's teacher.
- ◆ Child Focus does not permit the administration of fever reducing medications by staff or parents.

Food Supplements will not be administered and non prescription topical ointments, creams or lotions will not be applied.

Storage of Medication

All medication is to be delivered to the Before & After School Program Assistant upon arrival at the center. Rescue medications shall be kept in a safe medication box where children can not reach them. A medication requiring refrigeration shall be refrigerated immediately upon arrival at the center and shall be stored as not to contaminate food. Medications must be removed from the center when they are no longer needed or if the label indicates that the medication has expired.

Ill Child

We are very concerned about the health of children in our care. We follow the Ohio Department of Health guidelines in determining if children must be sent home. Children with any of the symptoms below will be made comfortable on a mat in an area away from other children and monitored closely by staff. The parent/guardian will be contacted to pick up the child. If we cannot reach the parent/guardian, the designated emergency contact will be notified to pick up the child.

Symptoms include:

- ◆ Temperature of at least one hundred (100) degrees F when in combination with any other sign or symptom of illness. Temperature shall be taken by the auxiliary (arm pit) method with a digital thermometer. The thermometer shall be sanitized after each use.
- ◆ Diarrhea (three or more abnormally loose stools within a twenty-four (24) hour period)
- ◆ Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- ◆ Difficult or rapid breathing
- ◆ Yellowish skin or eyes
- ◆ Redness of the eye or eye lid, thick and purulent (puss) discharge, matted eyelashes, burning, itching or eye pain.
- ◆ 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 in swallowing
- ◆ Vomiting more than one time or when accompanied by any other sign or symptom of illness



Parents will receive written notification when a communicable illness has occurred in their child's program.

Your child may return to the program when:

- ◆ Cleared by the doctor to return and/or
- ◆ Free of fever, vomiting, and/or diarrhea for at least 24 hours
- ◆ Effective medical treatment of the illness has been obtained
- ◆ As directed by the Ohio Department of Health Communicable Disease chart and instructions.

If your child is found to have lice/nits, you will be called to pick up your child. If staff is not able to contact you, the emergency contact will be called to pick up your child. Once you have treated the lice and removed all the nits, your child may return. If lice/nits are still present, your child will be sent home for the day so you can remove remaining nits. This process will be repeated as needed.

Injury Procedures

- ◆ Incident Reports in triplicate will be completed to document any injury to a child as soon after the incident as is feasible.
- ◆ Incident Reports contain child's name, center location, name of parent, brief, accurate description of incident with good detail, and names of witnesses if any and program staff completing the report.
- ◆ An incident report will be completed by the child care staff member in charge of the child when:
 - An illness, accident, or injury which requires first aid treatment.
 - A bump or blow to the head.
 - Emergency transporting.
 - An unusual or unexpected event which jeopardizes the safety of children or staff.
- ◆ Incident Report will be signed by the parent/guardian and a copy sent home the day of the incident occurs.
- ◆ Program staff will inform the Program Coordinator and Director of Early Learning Programs immediately if any of the following incidents/injuries/situations occur:
 - Death of a child at center.
 - Serious incident, injury, or illness to a child including an incident or injury that requires emergency medical treatment or professional consultation or transportation for emergency treatment. Emergency transportation will be provided by local authorities or the person indicated on the Emergency Transportation Form.
 - An unusual event that jeopardizes the safety of children at the center.
- ◆ The Program Coordinator reviews all incident reports for any follow-up indicated with staff or parents.
- ◆ Copies of all Incident Reports are kept on file for one year and archived for reference as needed.

Transportation of Children

Whenever there is a medical or dental emergency and a child needs to be transported, the emergency squad is called to transport the child to the hospital if parental permission is granted or the parent is unavailable. If parental permission is not granted for the program to call the emergency squad for transportation, then the parent/guardian is called to transport the child. If a child is transported to an emergency facility, parents/guardians are notified immediately. The enrollment packet, which includes the emergency transportation information and the child's health condition information, accompanies the child to the emergency facility along with an employee if the parent is unavailable.

Section (5) Nutrition

Meal Times

Breakfast and Lunch will be available from the West Clermont cafeteria as part of the student's school day.

The Before & After School Program will provide a snack for students attending after school. Each snack will contain at least two nutritional foods. Copies of menus are posted at each site and available to parents on request.

Parents should note any food allergies in the Child and Health Enrollment Form and advise the Before & After School Program staff.

Snack time for early schools is 3:15 pm. Snack time for late schools is 4:15 pm.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.

Section (6) Safety

Our agency takes the responsibility of caring for your children very seriously. Children are never left unsupervised. Staff is trained in safety policies and procedures. Emergency response phone numbers are posted in all locations. Parent/guardian emergency contact information for every child is kept on file. **You need to make sure you notify staff if your contact information changes.** This will allow us to always be able to reach you in the event of an emergency.

Incident reports are completed whenever a child is injured. Parents receive a copy of this report the day of the incident. In the case of serious injury that requires medical treatment, staff will call 911. Parent/guardians are notified immediately if this occurs. Again, please be sure to provide current contact information so you can always be reached in an emergency.

Program sites are designed to meet all health, safety and developmental needs of children. Only age-appropriate non-toxic materials are used in our centers. All sites meet licensing regulations regarding safety procedures. Adequate temperatures in centers are maintained. We will not hold center session if the temperature in the center falls below 65 degrees. If the temperature goes above 85 degrees, ventilation to provide air movement is used. Staff inspect the centers and playgrounds daily. Any safety hazards, damaged materials, or other potential hazards are removed, repaired, or replaced.

Centers are inspected by licensing and fire personnel regularly to make sure we are meeting safety guidelines. Emergency fire, tornado, and evacuation plans are posted at each site. Tornado and fire drills are conducted regularly so children are familiar with procedures for evacuation. All center areas including bathrooms, closets, under desks, etc. are checked before leaving the building to make sure all children are out of the building. A head count is checked against the attendance sheet to make sure all children are accounted for.



Children enrolled in the Before & After School Program will not be participating in any swimming activities on site or on a field trip. There will be no field trips for Extended Day.

General Emergency and Safety Procedures

The safety of your child is a top priority for our agency. We have outlined procedures for emergencies that are posted near the phone at every program site. These procedures outline specific actions to be taken in the event of:

- ◆ Fire and/or explosion
- ◆ Tornado and/or severe weather
- ◆ Bomb threat
- ◆ Hostage/kidnapping situation
- ◆ Missing child
- ◆ Earthquake
- ◆ Odors, spills, and environmental hazards

A crisis checklist and emergency numbers are also included. (See “Emergency Code Blue Procedures”)

In the event a “Shelter In Place” order from authorities should occur, procedures are in place to assure the safety of children and staff. Supplies that may be needed are available in all sites. Your child will be cared for by their routine caregivers whenever possible to promote continuity of care. Once the “Shelter In Place” order is lifted by authorities, you may pick up your child. No child will be released to any parent/guardian until this order is lifted.

In the event of orders to evacuate a center, we will contact local authorities for evacuation instructions. Once at the evacuation site, parents/guardians will be contacted to pick up their child/children.

Emergency Evacuation Sites

<u>Amelia Elementary</u> Playground behind building	<u>Clough Pike Elementary</u> Playground behind building	<u>Merwin Elementary</u> Playground behind building
<u>Summerside Elementary</u> Playground to right of building	<u>Williamsburg Elementary</u> Playground behind building	<u>Willowville Elementary</u> Playground behind building
<u>W-T Elementary</u> Playground behind building		

Reporting Suspected Child Abuse and Neglect

Our staff is responsible for the health and welfare of all children participating in the program, and as such are **mandatory reporters** of any suspected child abuse or neglect. If necessary staff will provide the following information to Child Protective Services (CPS) office on the child:

- ◆ Child's name, birth date, home address
- ◆ Parent's full name and phone number
- ◆ Time of incident and where it took place
- ◆ Any other relevant detail

*** If an allegation of child abuse and/or neglect is substantiated against any Child Focus staff member, his/her employment will immediately be terminated.**

Parent Communication

The decision to notify parents that a report was made to CPS will be determined on a case by case basis. If, after an investigation, a determination is made that corrective action is necessary to protect the child, Child Focus will carry out the recommendation from CPS for corrective action.

In addition, staff shall advise parents of any unusual incident that occurred at the center and that might indicate possible abuse and/or neglect involving the child, such as unusual sexual activity; violent or destructive behavior; withdrawal or passivity; or significant changes in the child's personality, behavior or habits. Such notification shall be made on the same day on which the incident occurred, and documentation of the incident and of parent notification kept on file.

Section (7) Parent Participation

Parent Roster

Rosters of other parent/guardians' names and phone numbers by site are available upon request. Only those parents who agree to allow their name and phone number to be included on the roster by checking the appropriate box on the ODJFS Child Enrollment Form are included.

As parents/guardians you will want your child to build upon the good start you have given them in your home. Parent involvement is the basis for your child's success. You are welcome and encouraged to observe and become involved in the program.

Child Focus, Inc. strongly encourages parents to be involved with their child/children's experience in our program. Parent/guardians are permitted to visit our centers at any time during hours of operation. This allows parents to meet staff and learn about their child/children's day and activities.

Regular Classroom Volunteering

The success of our program requires parent volunteers. We invite you to talk to your child's Teacher about becoming a regular volunteer in your child's classroom. You will be able to work with children on art activities, read to individual children or small groups.

If you would like to volunteer, you will need to have a clear BCII and FBI background check completed at your expense at the Child Focus Administrative Offices. Please call 528-7224 to schedule with our Human Resources Department. If you have already completed a BCII and FBI background check with West Clermont Schools and are on their active volunteer approved list, you may obtain a copy of your background check from them for a small fee in lieu of getting a new background check done with Child Focus. You will also need to complete a Nonconviction statement. BCII and FBI background checks are good for five years.

Grievance Procedure

Child Focus, Inc. is required to comply with all state and federal regulations. If for any reason complaints arise, parents or members of the community should speak with staff and/or call the Program Coordinator. They will be happy to help. If the situation is not resolved, please call the office at 528-7224 and ask to speak to the Assistant Director. Each complaint is documented and addressed. If the results are not satisfactory to you, you may contact the Early Learning Director who will also try to solve your concerns.

Babysitting/Party Policy

We prohibit our staff from babysitting, attending social functions and social networking via technology of families enrolled in the program. Please do not ask staff to baby sit, attend a social event or request to social network with them. We request that you respect our professional boundaries.



Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center of review.

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

It is unlawful for the center 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.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

This information must be given in writing to all parents, guardians and employees as required in Appendix C to rule 5101: 2-12-07 of the Ohio Administrative Code.

12/6/2016