

*Child Focus, Inc.  
Child Care Handbook  
2017-2018*



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



# Child Focus, Inc.

## Early Learning Programs

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My child’s room number \_\_\_\_\_

Center phone \_\_\_\_\_ Main Office \_\_\_\_\_ 528-7224

Teacher/Lead Caregiver \_\_\_\_\_ Phone # \_\_\_\_\_

Center Administrator \_\_\_\_\_ Phone # \_\_\_\_\_

Program Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

Assistant Director \_\_\_\_\_ Kevin DePew \_\_\_\_\_ Phone # \_\_\_\_\_ 528-7224

Program Director \_\_\_\_\_ Berta Velilla \_\_\_\_\_ Phone # \_\_\_\_\_ 528-7224



Welcome to Child Focus, Inc./Early Learning Programs. Our agency is committed to providing quality services for young children ages birth to 5 years and their families. We offer an array of comprehensive services geared to meet the individual needs of young children and the entire family. Our purpose is to provide a safe, nurturing early learning experience for your child.

## Mission

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

*The Early Learning Programs of Child Focus, Inc supports families in building the foundation for the future success of children by providing quality comprehensive educational services.*

### **We believe:**

- ★ Parents are children's first and most important teachers.
- ★ All people deserve respect and dignity.
- ★ Learning is a life long process.
- ★ Decision making is shared by staff, parents and the community.
- ★ Collaboration among the private, public and corporate entities is invaluable.
- ★ Investments in professional growth and development for staff, parents and the community preserves the quality of services.



**Child Focus, Early Learning Programs are a leader and a resource in the provision of Early Childhood services for our community.**

We appreciate your interest in our services. We would like to invite you to visit our centers, meet our staff and ask additional questions.

For more information, please contact us at **(513)528-7224** or **[www.child-focus.org](http://www.child-focus.org)**.

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

## Section (1) 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 school readiness and 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.



## Section (2) Center Locations, Day & Hours of Operation

### Child Focus Learning Centers

555 Building  
528-7224  
555 Cincinnati-Batavia Pike  
Cincinnati, Ohio 45244  
(M-F, 7:00-5:30)

### Emergency Evacuation Sites

#### Child Focus Learning Centers – 555 Building

Rooms 1-3: Far corner of front playground  
Rooms 4-6: Exit backdoor to playground of 551 Building

### Breastfeeding Locations

The following locations are available for nursing mothers to breastfeed their child:

**Child Focus Learning Center Building 1 & 2:** Office area located in Corporate Office or staff break room



## Section (3) Program Options

All centers accept **child care vouchers and payment** from the Clermont County Department of Job and Family Services. Parents receiving child care subsidies must comply with the billing process and requirements established by the supporting agency. Child care vouchers cannot be used for more child care time than the time specified in the voucher. Children are eligible for child care services only when the parent/custodian is at work or school.

Families not utilizing child care vouchers with children attending the Child Focus Learning Centers will be assessed the following fees:

***FEE SCHEDULE***

Child Care Rates for Child Focus Learning Centers		
INFANTS (6 wks. –18 mo.)	TODDLERS ( 19 mo. – 36 mo.)	PRESCHOOL ( 3 -5 yrs)
\$ 220.00/week	\$ 200.00/week	\$ 180.00/week
\$ 190.00/4 day minimum	\$ 170.00/4 day minimum	\$ 165.00/4 day minimum

A registration fee of \$35.00 and an activity fee of \$25.00 (total \$60.00) per child is due upon enrollment. The activity fee of \$25.00 per child is due annually thereafter.

Payments must be made by credit card (VISA and MasterCard), check or money order payable to ***Child Focus Inc.*** **Fees and fee policies are subject to change. A three week notice will always be given.** Preferred method of payment is recurring credit card payment.

All families must sign a fee agreement prior to the beginning of services. Fees are due weekly according to the terms and conditions established in the fee agreement. Payment for services must be paid one (1) week in advance of services. If at anytime a family is the equivalent of two weeks day care cost behind in payments, a repayment agreement will be established for the past due amount. At anytime the family fails to submit payment on this new agreement within five (5) business days after payment is due will be subject to termination of child care services.

A late charge of \$20.00 per child will be assessed to any payment more then five (5) days late. Checks are posted on the date received. A return check charge of \$25.00 will be assessed for every check returned.

If the family does not follow the payment plans, services will be terminated and the past due amount will be turned over to the collection agency.

There is a **late charge fee** for any child picked up after closing time. Five dollars (\$5.00) will be charged for every **5 minute increment**, according to the center’s clock. Payment will be required **PRIOR** to the child returning to the center.

Fees will be due for days children miss due to *illness*. If illness is long term (5 days or more) and the center is notified in advance, only 50% of the tuition will be due. If a child is absent for 5 consecutive center days and we **do not hear from you, the child will be withdrawn from the program.**

There is no limit to the amount of *vacation* a child may take. However, a 50% discount will be given only for a two week vacation period. Any child absent longer than two weeks for vacation will be required to pay full fees for any period beyond the two weeks.

There is a 15% discount for enrolled siblings, applied to the oldest sibling's rate.

One of the features of quality early learning programs is the adult to child ratios. At Child Focus, Inc. we strive to maintain ratios that are lower than the Ohio Department of Job and Family Services minimums. The minimum required ratios are as follows:

**“State Ratios”**

AGE	ADULT/CHILD RATIO	MAXIMUM GROUP SIZE
Birth – 18 months	1 to 5 or 2 to 12	12
18 months – 36 months	1 to 7	14
3 years to 5 years	1 to 12	24

At Child Focus Learning Centers we strive to maintain the following ratios. There may be very short periods of time when these ratios are not being met, however these times are rare.

**“Child Focus Learning Center Adult/Child Ratios”**

AGE	ADULT/CHILD RATIO	MAXIMUM GROUP SIZE
Birth – 18 months	1 to 4	10
18 months – 36 months	1 to 7	14
3 years to 5 years	1 to 10	20

Ratios may be doubled for children 18 months or older during naptime if all children are on their cots and naptime does not exceed 2 hours in a 24 hour period.



Sample Daily Schedule

<b>FULL DAY INFANT/TODDLER ROOM SCHEDULE</b>	
7:00 AM	<i>Center open/Arrival</i>
Early Morning	<i>Routine care, self-directed play, handwashing, breakfast.</i>
Mid Morning	<i>Planned play activities, self-directed play, naps, routine care, outside play, toothbrushing.</i>
Late Morning	<i>Handwashing, lunch, nap time.</i>
Early Afternoon	<i>Routine care, planned activities, self-directed play, outside or large motor activities.</i>
Mid Afternoon	<i>Snack, routine care, self-directed play.</i>
Late Afternoon	<i>Talk to parents, clean up room, routine care, self-directed play.</i>
5:30 PM	<i>Center closes.</i>
	<i>*Naps, feeding and routine care are based on individual needs for infants and young toddlers.</i>

Sample Daily Schedule

<b>FULL DAY PRESCHOOL SCHEDULE</b>	
7:00 AM	<i>Center opens/Arrival</i>
Early Morning	<i>Routine care, self-directed play, handwashing, breakfast.</i>
Mid Morning	<i>Planned school readiness activities, self-directed learning, routine care, gross motor activities, large/small group activities, story time</i>
Late Morning	<i>Handwashing, lunch, toothbrushing.</i>
Early Afternoon	<i>Nap Time.</i>
Mid Afternoon	<i>Routine care, planned activities, self-directed learning, large motor Activities, snack.</i>
Late Afternoon	<i>Talk to parents, clean up room, routine care, self-directed play, additional small group activity, story time</i>
5:30 PM	<i>Center closes.</i>

Centers will be closed LABOR DAY, THANKSGIVING, the day after THANKSGIVING, CHRISTMAS DAY, NEW YEAR'S DAY, MEMORIAL DAY and the FOURTH OF JULY; in addition, centers will close early on CHRISTMAS EVE and NEW YEARS EVE. These are paid holidays for our staff and payment is expected for those days. The number of times child care centers are closed will be kept to a MINIMUM. Parents will be given advance notice in the event the center needs to be closed for other reasons such as staff training or agency-wide events. In order to continue to provide you and your child the best care possible, periodically throughout the year the Child Focus Learning Centers will close to allow for staff in-service trainings. Should a center be closed any other days and/or times, you will be given a minimum of a three (3) week notice to enable you and your family to make alternate child care arrangements.

### Enrollment Process

To enroll in our program, you must:

- ◆ Complete all forms in the enrollment packet
- ◆ Provide an up-to-date shot record for the child
- ◆ Pay appropriate fees
- ◆ Allow consent for emergency transportation if necessary. Child cannot be enrolled in program if consent is not signed for emergency transportation.

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.

## **Section (4) Program Operations**

### Arrival & Departure

To ensure your child's safety,

- ◆ Parent/guardian or adult must accompany their child to his or her classroom when dropping off.
- ◆ Notify the teacher of your arrival
- ◆ Parent/guardian must come into the center and pick up child
- ◆ Notify the teacher that your child/children are leaving
- ◆ Child must be signed out by parent/guardian when being picked up

### Emergency Contact Information

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

- ◆ The center/program must have at least one phone number by which we can reach the parent/guardian. Temporary exclusion may occur if the center 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 Escort 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 Escort 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 center this request will be considered on a case by case basis following state Child Care Licensing guidelines.
- ◆ All persons picking up the child from the center 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 Escort 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.

### 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.

### *Snow Days*

Please listen to your local radio or television station for notice of delays or closure announcements as this will be your only notice of cancellations or delays. We make every effort to stay open.

### *Disenrollment 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 disenrollment:

- ◆ 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 disenroll their child, the parent must notify the center of the child's last day of service

### *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 (5) Services

### *Child Development*

The goals of our curriculum are for children to get along well with others and become enthusiastic learners. We want children to become independent, self-confident, curious learners who can work well with others. We work to lay a strong foundation for learning. We do this by creating purposeful and productive play experiences that help children grow in all areas.

Our curriculum identifies goals in four areas of development:

- ◆ **Social/emotional:** to help children develop independence, self-confidence, and self-control, follow rules and routines, make friends, and learn what it means to be part of a group.
- ◆ **Physical:** to increase children's large muscle skills – balancing, running, jumping, throwing and catching – and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.
- ◆ **Cognitive:** to acquire thinking skills such as the ability to solve problems, ask questions, and think logically – sorting, classifying, comparing, counting, and making patterns – and to use materials and their imagination to show what they have learned.
- ◆ **Language:** to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

Through the activities we plan and the way we organize the classroom, select toys and materials, plan the daily schedule, and talk with children, we seek to accomplish the goals of our curriculum and give your child a successful start in school.

### Conferences

Families of children enrolled in center based programs will be offered at least one conference per year. These conferences will be completed by your child's Teacher or Assistant Teacher.

During Parent/Teacher conferences, teachers will share information about the center and educational screenings. At this time, child's progress will be shared, goals developed and home activities discussed.

### Positive Discipline and Guidance Policy for Children

The Head Start program uses an approach to discipline and guidance that emphasizes respect for each child; developmentally appropriate expectations of children's behavior; and the use of positive discipline and guidance strategies.

Our staff members strive to create a relaxed, positive environment that enables children to explore and experiment while remaining safe and feeling well-supported. Through positive guidance strategies and modeling social skills, staff helps children learn pro-social behaviors, build confidence and self-esteem, and develop greater respect for others' rights and feelings, as well as a sense that they are themselves respected.

Discipline concerns are handled by staff in a way that encourages children to solve problems and develop a sense of inner self-control. Children are given authentic choices and the opportunity to be an active part of decision-making in their environment, thus fostering a sense of personal responsibility. Staff helps children to understand the reasons for rules and limits and to feel good about the choices they make.

Our staff will use a variety of strategies for positive discipline and guidance in the classroom, including the following:

- ◆ Plan ahead in order to anticipate problems.
- ◆ Limit expectations to what is realistic for the developmental level of each child (and make these expectations clear to children). e.g. understand that young children are not ready to share yet; model and encourage sharing, but do not insist on it.
- ◆ Create a "yes" environment: rather than telling children what they cannot do, give them choices of the things they can do.
- ◆ Talk about children's positive behavior: "Thank you for giving the truck to Daniel when you were finished with it."
- ◆ Set a few simple, clear rules, focused around health and well being, safety, respect for property, and respect for others.
- ◆ State rules positively rather than negatively: "Please walk" instead of "Don't run."
- ◆ Offer reasons for rules: "I know you really want to paint, but it is not safe to run inside the classroom. I don't want you to slip and fall. Please use your walking feet when you are inside."
- ◆ Model behaviors that we wish children to use, e.g. always being courteous and attentive.
- ◆ Give children clear, simple directions and positive reminders.
- ◆ Pay close attention to children in order to prevent and/or intervene in challenging behaviors. (Especially important with children who are likely to escalate, hit or bite.)

- ◆ Redirect children from unacceptable to acceptable behavior: “I am going to help you stop kicking. We’ll find something else for you to do.”
- ◆ Share our own feelings about certain behaviors: “I get worried when you climb on the bookshelf.”
- ◆ Help children deal with frustration and anger through words or pretend play.
- ◆ Focus on the child’s behavior, not on the child’s value as a person.
- ◆ Help children understand the consequences of their actions, and use problem-solving skills to develop solutions.
- ◆ Encourage children’s growing sense of independence and acknowledge when children show self control.
- ◆ Help children refrain from dwelling on mistakes, so they can learn to move on.
- ◆ Some of the above strategies adapted from the Creative Curriculum® (Teaching Strategies, Inc.).

Time away from an activity can allow a child the chance to cool off and regain control; however, this strategy is used only rarely, for very objectionable, out-of-control or repeated antisocial behavior.

### 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

If a child exhibits a consistent challenging behavior, efforts will be made to understand why the behavior is happening. Staff and parent conferences are held to talk about ways to change behaviors, if necessary. It is important that staff and parents use a **consistent** approach to the problem both at the center and at home. If the child does not show improvement, we may refer the child and parents to our Early Childhood Mental Health Therapist and/or other qualified professionals for further evaluation.

Our staff may:

- ◆ discuss topics such as: child management, guidance, discipline, techniques to modify behavior.
- ◆ distribute literature on discipline, child management, stress.
- ◆ inform parents of agency workshops on stress, discipline and behavior management techniques.
- ◆ make referrals to mental health services when needed.

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

### Transition Process

Transitions from one center or classroom to another may be difficult for children. Transition plans are developed for each child as needed. This allows time for the child to adjust to new staff or centers.

- ◆ Transition from infant/toddler to preschool programs will begin when the child is ready to advance to the next developmentally appropriate level. This plan will include staff from both programs and the child's parent/guardian. A written transition agreement is signed by parent and placed in the file.
- ◆ Transition from preschool programs to kindergarten begins within 30 days of enrollment and is ongoing throughout the year. Centers distribute transition information to families, and share specific registration information for their school district.

### Toileting Policy

Children ages 3-5 should be toilet trained to attend CFLC. Children birth to 3 will begin toilet training no later than 2 years 6 months. Parents will receive a packet of helpful tips.

Parents must provide wipes and pull-ups (not diapers) for their child while toilet training is being done. Diapers will be provided to Early Head Start eligible families.

### Field Trips

Preschool field trips are scheduled at various times throughout the year based on funding and educational value. In order for field trips to remain well organized, safe and fun for everyone participating (children, families and teaching staff) the following guidelines are in place:

- ◆ Length of travel distance, time, cost, educational value, developmental appropriateness and availability of transportation will be considered in the approval/disapproval of all field trips.
- ◆ Each child must have field trip permission slips signed by parent/guardian.
- ◆ Siblings may attend field trips; however, we cannot provide transportation or cover the cost of siblings. Teaching staff are not responsible for siblings attending field trip and must be supervised at all times by parent/guardian.
- ◆ **All** field trip participants are required to eat and drink the same meals that are provided to the enrolled children. We have very specific rules regarding the meals we provide our children, therefore **all adults** are asked to refrain from buying the "goodies".
- ◆ Smoking is not permitted on field trips.

Transportation:

- ◆ Enrolled children will ride the bus, even if the parent or other adult is planning to attend the field trip.
- ◆ If parents do not want the enrolled child to ride the bus, the parent will notify the teacher in advance, provide their own transportation and meet the class at the field trip location.
- ◆ If parents wish to leave early or remain longer at the field trip location, the parent must notify the teacher in advance, provide their own transportation, and sign their child out with the teacher. This signature releases the teaching staff from responsibility for your child. Parents are not permitted to transport other enrolled children.

### Supervision Plan:

- ◆ Each child will wear field trip I.D. or t-shirt containing the following:
  - Agency name, address, and phone number
- ◆ Staff will complete child counts:
  - When leaving center
  - On bus going to field trip site
  - When leaving bus at field trip site
  - Entering field trip site
  - Lunch/snack time
  - Restroom breaks
  - On bus leaving field trip site
  - Upon arrival back to center
- ◆ Staff will take Escort forms, Medical/Physical Care Plans (including medication as noted in plan) and attendance sheet with them for the duration of the field trip.



### Outdoor Play Policy

Outdoor play is provided in suitable weather for every child attending center for more than four (4) consecutive day light hours. Outdoor play **will not** occur if temperature falls below 25°F (including wind chill) or above 90°F, 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. Fences or natural barriers are used to ensure that children are not exposed to vehicular traffic and animals. On days that outdoor play can not occur, each classroom will be scheduled to use the large indoor muscle room for a minimum of one (1) hour.

## Section (6) Health

### Physical Exam Requirements

To meet licensing regulations you must:

- ◆ Obtain a physical examination by a licensed physician for your child **within 30 days of enrollment** or **provide a copy of a physical that has been completed within the past year**. Physicals are valid for a period of one (1) year.
- ◆ If the physical is not obtained within 30 days of enrollment, the child will be withheld from attending the center.
- ◆ All children should have a dental examination by a licensed dentist within 60 days of enrollment.

During your child's physical examination, the physician should complete the following screenings: height, weight, head circumference, hemoglobin/hematocrit, lead level or risk assessment, blood pressure, vision, and hearing screenings according to your child's age. Please discuss these with your child's doctor.

Our agency employs a Health Assistant who can perform vision, hearing, and blood pressure screenings. Should you or our staff have a concern, with your written consent, you may request these screenings be completed. You will receive written results once the screenings are completed. These are only screenings and are not diagnostic of specific conditions. You will need to seek additional testing should your child's screening indicate the need for such.

If your child has a health condition or disability, we will make every effort to meet your child's needs. The Health Manager and center 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 center.

If your child has a suspected disability, we will meet with you to discuss referral and resource options. With your consent, your child will be referred to local agencies or school districts for further testing. If your child qualifies for services, we will work together with you and the referral agency. A plan will be developed to meet your child's educational and developmental needs, set goals for your child, and monitor progress.



Classroom observations are conducted two times per year. These observations look at the environment of the center, social interactions between children and their peers, and offer support in making any needed changes. If concerns regarding your child's behavior are noted, you will be informed. We will provide assistance to parents and staff on strategies to address behavior concerns.

### *General Anesthesia Policy*

Children are not permitted to attend Child Focus Learning Center until 24 hours after general anesthesia has been administered.

### *Medication Policy*

Our centers 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 centers when needed.

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

- ◆ You must contact the Assistant 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 Assistant Program Coordinator.
- ◆ The Assistant Program Coordinator will help complete the necessary paperwork and deliver the medication to the classroom.
- ◆ 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 Assistant Program Coordinator.

Please keep in mind:

- ◆ Staff are 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 diaper bags.
- ◆ Do not leave medication in the classroom with your child's teacher
- ◆ Child Focus does not permit the administration of fever reducing medications or orajel type medications by staff or parents.

For non prescription topical ointments, creams or lotions:

- ◆ Non prescription topical ointments, creams or lotions may be administered if the following are met:
  - Parent completes the Request for the Administration of Medication form with the Assistant Program Coordinator.
  - The center follows the manufacturers' recommendations.

### Storage of Medication

All medication is to be delivered to the Assistant Program Coordinator upon arrival at the center. 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 cot 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 classroom.

Your child may return to the center when:

- ◆ Cleared by the doctor to return and/or
- ◆ Free of fever, vomiting, and/or diarrhea for at least 12 hours
- ◆ Effective medical treatment of the illness has been obtained
- ◆ As directed by the Ohio Department of Health Communicable Disease chart and instructions.

Head checks will be done monthly in all centers, including staff and volunteers. If your child is found to have lice/nits, you will be called to pick up your child. If staff are not able to contact you, the emergency contact will be called to pick up your child. You will be given information on how to get rid of the lice/nits. Once you have treated the lice and removed all the nits, you can bring your child back to the center for a recheck. You must stay with your child until the head check is done. If no lice/nits are found, your child may stay at the center. 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.

If you have questions about when your child may return, please contact the lead teacher or the Assistant Program Coordinator.

### *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 center 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.
- ◆ Center staff will inform the Health Manager 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.

## Section (7) Nutrition

### Meal Times

Family style meal service is used in child care program. Children are encouraged to taste all foods, but they are never forced to eat anything they do not want. One goal of the program is to introduce the children to a wide variety of foods.

Teachers will sit with the children during meal times, model appropriate eating behavior, and initiate conversations, similar to a home setting. Teachers will also use this time for learning so that nutrition education is incorporated into the routine of meals.

The menus for the program are designed by a Registered Dietitian. She insures that the meals are nutritious, attractive and tasty at the same time providing 1/3 of the Recommended Daily Allowance for nutrients for preschoolers. Copies of menus are available to parents on request. Menus are posted at each center.

Meal times are: Breakfast 8:00-8:30 a.m., Lunch 10:45-11:30 a.m. and Snack 2:30-3:00 p.m.

### Special Diets

All meals served in our program meet USDA guidelines for children. If your child cannot eat certain foods, menu adjustments are made. Parents may request a certain food item is restricted for cultural or religious reasons. If a diet must restrict an entire food group, we must have a doctor's note to restrict the food group. Center will provide food supplements, as needed, for children on special diets.

### Sending Food or Treats

Our agency serves children with food allergies. To reduce the risk of accidental exposure, **parents are not permitted to send/bring any food items to centers.**

Children love to celebrate their birthday and other special events. We very much want to allow them to do so. Parents may celebrate the occasion by sending in a gift for the classroom. Appropriate items include a new book or art materials. Be sure all items are non-toxic and do not have small parts that could cause choking. Your teacher will have suggestions for you.



### 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](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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## Section (8) Safety

Our agency takes the responsibility of caring for your children very seriously. Children are never left alone or unattended. Staff are 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.

No blankets shall be in the crib for infants under 12 months old. A one piece sleeper or wearable blanket is permitted. Only children who are not yet able to roll over are permitted to be swaddled using a wearable swaddling blanket. An infant 12 months or older may use a cot with written permission from parent.

Centers are designed to meet all health, safety and developmental needs of children. Only age-appropriate non-toxic materials are used in our centers. All centers 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. Center 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 in each center. 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.

All swimming sites will meet state and local guidelines. Ratios of children per staff member and lifeguards per child when indicated will be maintained at all times. Activities in bodies of water two or more feet in depth shall be supervised by lifeguards or certified water safety instructors.

Adults actively supervise children and are able to clearly see all parts of the swimming area including the bottom of pools. Wading pools shall be emptied, filtered, and/or sanitized at least daily and/or as needed. Staff members will review water safety rules with children each time they participate in water activities.

Child Focus, Inc. requires written permission from the parent or guardian before the child:

- ◆ swims in or is near water two or more feet in depth
- ◆ before infants and toddlers use wading pools

This written permission shall be signed and dated by the parent or guardian, and be on file for review.

Parents will sign “Walking Permits” upon enrollment for their child to participate in short walks within the surrounding area of the center. Signed “Walking Permits” will be filed in his/her center file. Teachers may plan short walks for days the playground is too wet for safe play.

For the safety of all children, please do not send your child to school with small objects like beaded jewelry, chap stick, make-up, etc.

### *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 in every center. 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



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 centers. 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.

### 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 (9) Parent Participation

### Parent Roster

Rosters of other parent/guardians' names and phone numbers by center or home base 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. There are training and learning experiences offered to parents throughout the year.

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, help during meals or transitions, etc.

All parent volunteers who volunteer four (4) or more times a month or who have regularly scheduled volunteer hours must complete a Volunteer Orientation and comply with the Ohio Department of Job and Family Service requirements. Orientations are scheduled with the Program Coordinator as needed.

Volunteers must be at least 12 years of age.

- ◆ All regular volunteers 15 years of age or older must comply with ODJFS requirements.

#### REQUIREMENTS:

- ◆ Completed Nonconviction Statement
- ◆ BCII and FBI background check

#### *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 center 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

Center

Faxed to WIC

**Child Focus, Inc.**  
Child Focus Learning Center  
555 Cincinnati-Batavia Pike ● Cincinnati, Ohio 45244  
(513) 528-7224 ● Fax (513) 688-8141

**WIC RELEASE/ PRE-ENROLLMENT FORM**

My child/I receive WIC Services  Yes  No

My child/I want to receive WIC Services  Yes  No

Child or Participants Name Age DOB  
#1 \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

WIC has my permission to release the requested information to Clermont County Head Start.

**Child/children**

Hgb./Hct. Date: \_\_\_\_\_ Hgb./Hct. Results: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

WIC provides nutritious foods such as milk, cereal, eggs, cheese, peanut butter, juice and infant formula as well as nutrition counseling, education, breastfeeding support and other health care services free of charge.

These services are available to women who are pregnant, breastfeeding or have an infant under 6 months old, infants and children age 1 year old through age 4 years old.

**OHIO WIC PROGRAM INCOME GUIDELINES EFFECTIVE July 1, 2017**

<u>Household Size</u>	<u>Monthly</u>
1	\$1,860.00
2	\$2,504.00
3	\$3,149.00
4	\$3,793.00
5	\$4,437.00

WIC is an equal opportunity program. Persons who believe they have been discriminated against because of race, color, national origin, sex, age, or disability should write to the Secretary of Agriculture, USDA, Washington, DC 20250

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