

CHILD FOCUS

Early Learning Programs

BEFORE AND AFTER SCHOOL PARENT HANDBOOK

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Before and After School Program: Child Focus Phone: 513-528-7224

Enrollment: Sheila Conley Phone: 513-525-3168

Billing: Betty Adams Phone: 513-685-5285

Program Coordinator: Sheila Conley Phone: 513-525-3168

Program Director: Bethany Lapp Phone: 513-528-7224

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

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

Early Learning Programs Administrative Office
4629 Aicholtz Road ● Cincinnati, Ohio 45244
(513) 528-7224 ● Fax (513) 688-8141

Email: BASProgram@child-focus.org

Before and After School Program Sites - K – 5th Grade

Amelia Elementary
AmeliaBAS@child-focus.org
Cell: 513-716-0410
5 East Main Street
Amelia, OH 45102
M-F (6:45 am – 8:20 am)
M-F (2:50 pm – 6:00 pm)

Clough Elementary
CloughBAS@child-focus.org
Cell: 513-446-3783
808 Clough Pike
Cincinnati, OH 45244
M-F (6:45 am – 8:20 am)
M-F (2:50 pm – 6:00 pm)

Merwin Elementary
MerwinBAS@child-focus.org
Cell: 513-967-6452
1040 Gaskins Road
Cincinnati, OH 45245
M-F (6:45 am – 9:20 am)
M-F (3:50 pm – 6:00 pm)

Summerside Elementary
SummersideBAS@child-focus.org
Cell: 513-806-6675
4639 Vermona Drive
Cincinnati, OH 45245
M-F (6:45 am – 9:20 am)
M-F (3:50 pm – 6:00 pm

Willowville Elementary
WillowvilleBAS@child-focus.org
Cell: 760-9906
4529 Schoolhouse Road
Cincinnati, OH 45245
M-F (6:45am – 9:20 am)
M-F (3:50 pm – 6:00 pm)

W-T Elementary
WTBAS@child-focus.org
Cell: 513-846-8066
3950 Britton Boulevard
Cincinnati, OH 45245
M-F (6:45am – 9:20 am)
M-F (3:50 pm – 6:00 pm)

Fee Schedule

The following fees are effective for the school year for the Before and After School program. The program is subject to a non-refundable annual registration processing fee of $35.00.

Before AND After (5 days)	$80.00
Before AND After (4 days)	$70.00
Before or After (5 days)	$70.00
Before or After (4 days)	$60.00

Payments can be made by credit, debit, flex spending account, or by a direct debit from the bank through our payment app called SmartCare. Accounts will be set to auto-pay and will be withdrawn on Monday for that week of Service. If you prefer a bi-weekly or monthly schedule you may go into SmartCare and make additional payments at any time prior to time of service.

Electronic payments using SmartCare are preferred, however, payments may be made by check, money order or cash. Payments may be mailed or dropped off in person to Child Focus at 4629 Aicholtz Road. Payments MUST be received by Monday for that week of service. Anything received after will be charged a $20 late fee. We cannot be responsible for delays with the postal service.

Checks, Credit Cards, and EFTs returned or declined for insufficient funds will receive a $25 late fee.

Any account more than 2 weeks past due will have their services suspended and run the risk of losing their spot in the classroom.

Parents will not be charged for days when the school is closed due to professional development days, inclement weather, staffing shortages, or other unforeseen circumstances. Tuition will be charged for the following holidays that occur during the school year: Labor Day, Martin Luther King Jr. Day, and Presidents Day. Parents will not be charged for the Christmas, New Year's holiday break or Spring Break.

When school is not in session 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 by completing a Change of Status form. Payment is due until written notification is received.

Statements will be available weekly on SmartCare and invoices are sent weekly to email address on file. Statements for tax purposes will be sent annually in mid- January.

Non-payment of fees may result in your child being unenrolled from the program. If you have any questions please notify the billing department at 513-685-5285.

Late Pick Up

Children must be picked up by the scheduled closing time or a fee of $5.00 for each 5-minute increment starting at 6:01 p.m. This fee will be added to the following week's charges.

If you have any questions, please contact the billing department at 513-685-5285. If a child is picked up late more than 3 times, we reserve the right to remove the child from the program.

Enrollment Process

Parents interested in the Before and After School Program, are asked to complete an enrollment packet and attach the non-refundable $35 application fee per child. The enrollment packet contains the following DCY 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 and at the main office for every child enrolled. Parents may contact the main office at 513 528-7224 or the on-site staff to reflect changes to any of the information on these

forms. Upon completion of the forms, Parents are contacted via phone or e-mail for confirmation 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 513-528-7224 ask for enrollment.

Enrollment, billing and health information is updated annually. If a parent wishes to change their child's schedule or withdraw their child, the parent must notify the Child Focus Enrollment Department at BASProgram@child-focus.org in writing of the change in schedule or the child's last day of service. Any questions may be directed to the Enrollment Department at 513-528-7224.

Inclement Weather and Program Closing

Before and 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.

Delayed Starts

Should the district decide on a 1- or 2-hour delay, the Before School Program will be closed, the After-School program will be open.

Early Dismissal

In the event that the school district closes early, the Before and 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.

Cancellations

In the event that the district closes or a specific elementary school closes, the Before and 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.

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 follows the DCY Guideline for Ratio: **1 staff to 18 students with a maximum group size of 36.**

Sample Before & After School Daily Schedule

Sample Schedule for Early Schools

AM	
6:45	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, activity
6:00	Parent pick up completed and classroom closes

Sample Before & After School Daily Schedule

Sample Schedule for Late Schools	
AM	
6:45	Classroom opens, arrival, self-directed play options/free choice/activity
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. Staff 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 and After School Program

Child Focus Before and 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 staff

nurture and support the individual needs and interests of each child. 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. Staff 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.

Child Focus Before and After School Program does not do any formal assessments on enrolled school age children and we do not report any data. Children's needs and interests are determined through:

- Parent/Staff Discussions
- Student/Staff Discussions
- Informal 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 and After School Program:

- Parent/guardian or adult must accompany their child when dropping off and sign them in.
- Parent/guardian must come into the program and pick up child and sign them out.

Attendance

- Attendance will be taken daily. If your child will be absent, please email, call, or text your program site to notify staff.

Homework

- We understand all the demands on families these days, however homework is ultimately the student's responsibility. We will do all we can to encourage children to work on their homework. Our daily schedule permits homework time with the staff available to provide some assistance if needed, but due to class size staff cannot be expected to provide individual tutoring. Please discuss with your child and the staff your expectations of homework completion during our program.

Emergency Contact Information
During the Enrollment Process, parents will provide Emergency Contact information as part of the DCY 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.
- It is recommended that each child have at least three emergency contacts (authorized persons who may pick up and transport the child home in the parent/guardian's absence). To ensure timely assistance in the event of an emergency, at least be able to

arrive at the center within 60 minutes of being contacted

- 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 DCY 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 16 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 DCY 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 person 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 DCY 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 centers are licensed by the Ohio Department of Children and Youth; 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 DCY Rule 19 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 guardian's signature and date.

Behavior Expectations

In accordance with West Clermont School District and Child Focus philosophy and goals, we expect all children to be:

- **Respectful –** speak and act with kindness, using appropriate language and behavior.
- **Responsible –** be accountable for their actions and the care of themselves and others, including their belongings.
- **Safe –** keep themselves and others safe, including appropriate use of equipment, furniture, & materials.

Behavior Management Practices

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

1. Take immediate action to stop the behavior.
2. Attempt to learn the causes of the behavior and will try to help the child understand and overcome these issues.
3. Inform the child and/or parents if disciplinary action needed.

Disciplinary Action Steps:

In cases of inappropriate or harmful behavior the following steps will be taken. If the behavior is determined by the program coordinator to be serious enough or the child is a danger to themselves

and/or others – immediate disciplinary action may occur including all of the steps below and/or suspension.

- 1st offense - Written Warning – notice to parent and child
- 2nd offense - Parent Notification – notice that reoccurrence of inappropriate behavior will lead to Behavior Contract
- 3rd offense - Behavior Contract – contract that states the issue(s) and a written plan to change or stop the behavior from reoccurring.
- 4th offense – 3 Day Suspension. If the child repeats the behavior listed on the Behavior Contact a 3-day suspension will occur. The decision to send a child home is a difficult one to make and will be carefully considered before action is taken. The specific action taken against a child will depend on the severity of the offense and the frequency with which a child has been involved in other issues prior to the violation.
- Disenrollment from Program - Child Focus will make every effort to continue your child's successful enrollment in our program. However, if at any time the program coordinator determines that a child's behavior continues to be unsafe or unmanageable the child's enrollment may be discontinued.

Inappropriate Behavior includes but is not limited to:

- Abusive or Inappropriate Language
- Physical Aggression / Fighting (includes physical contact & play fighting)
- Harassment / Bullying / Threats
- Stealing / Damage or Misuse of Property
- Use & Possession of Weapons (including sharp objects)
- Defiance / Uncooperative / Disrespectful 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

Appropriate Language, Media, and Behavior

Child Focus is committed to maintaining a safe, respectful, and child-friendly environment. Staff, parents, and visitors are prohibited from using inappropriate, offensive, threatening, or abusive language or engaging in inappropriate behavior while on program premises or participating in program activities. The use or display of inappropriate media, including content containing violence, profanity, or sexually explicit material, is also prohibited. All individuals are expected to model respectful and appropriate behavior at all times.

Physical Activity Policy

Physical activity will be provided every day. Outdoor play is available 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 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. On days that outdoor play cannot occur, the gym will be utilized for indoor large muscle play.

Electronic Systems and Personal Toy 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 may be allowed one day a week during the before and after school program only at the discretion of the site administrator. Only games with the E (for everyone) will be allowed. The Before and 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.

To help maintain a safe and positive environment, toys, personal items, and stuffed animals brought from home must remain in the child's backpack and may not be used during before- or after-school program hours.

Lost, Misplaced or Damaged Personal Items Policy

Please be advised that Child Focus will not assume responsibility for any lost, misplaced or damaged personal items brought to the center. Child Focus 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.

Toileting and Personal Hygiene Requirements

Due to the program's required staff-to-child ratios, supervision obligations, and the limitations of the facilities, equipment, and resources available to the program, children enrolled in the School-Age Program must be capable of independently managing their toileting and personal hygiene needs in a safe, sanitary, and age-appropriate manner.

For purposes of this policy, independent toileting includes the ability to:

· Use the restroom independently and safely;

· Manage clothing before and after toileting;

· Complete personal hygiene and clean themselves appropriately;

· Dispose of toilet tissue and other materials in an appropriate manner;

· Flush the toilet after use; and

· Wash and dry their hands after using the restroom.

Staff may provide age-appropriate verbal reminders, directions, or assistance consistent with normal supervision. However, the program is not staffed, equipped, or otherwise designed to provide routine toileting assistance, diapering, changing, cleaning, or other personal care requiring direct physical assistance.

Parents/guardians are required to disclose, prior to enrollment and throughout the child's participation in the program, any toileting, personal hygiene, medical, developmental, or other personal care needs that may affect the child's ability to independently use the restroom. Failure to disclose such needs may affect the program's ability to safely provide services.

If a child requires assistance beyond the level of care the program is staffed or equipped to provide, the program will work with the parent/guardian, as appropriate and consistent with applicable law, to determine whether reasonable accommodations or other arrangements can be made without compromising the health, safety, sanitation, supervision, or legally required staff-to-child ratios of the program.

The program reserves the right to determine, based on the child's individual needs and the program's available staffing, facilities, and resources, whether it can safely and appropriately meet the child's toileting and personal care needs. Enrollment or continued participation is contingent upon the program being able to meet the child's needs within its operational capabilities and applicable licensing and regulatory requirements.

Nothing in this policy is intended to limit or waive any rights or obligations provided by applicable federal, state, or local law, including applicable disability and reasonable-accommodation requirements.

General Anesthesia Policy

Children are not permitted to attend any Before and After School programs until 24 hours after general anesthesia has been administered.

Immunizations

Child Focus will only enroll those who meet the immunization requirements for the West Clermont School District.

Medication Policy

There will be no nurse on duty during Before and After School hours. 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 the Before and After School Program. However, if your child requires rescues medication for allergies, etc., staff members will administer medication if all proper forms are completed and on file. The "Request for the Administration of Medication" form (DCY 01236) must be completed and received by the program staff before your child begins. After review of your registration packet, you will be

contacted by the Before and After School Program Coordinator to assist with completing the necessary forms. Child Focus ensures compliance with the Americans with Disabilities Act (ADA), including administering medication to children with disabilities. and administering care procedures to children with disabilities.

In specific cases, school-aged children may be allowed to carry medications, such as an inhaler, if the home school has the appropriate Medication Authorization on file approving your child to possess and use an inhaler. With the "Request for the Administration of Medication" form approved and on file, they may also carry the inhaler during the Before and After School program hours.

Our programs follow Ohio Department of Children and Youth licensing regulations regarding the administration of medication. We must follow these regulations. There can be no exceptions.

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

Ill Child

We are very concerned about the health of children in our care. We follow 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 100.4 F when in combination with any other sign or symptom of illness. Temperature shall be taken by a non-contact thermometer. The thermometer shall be sanitized after each use.
- Diarrhea (three or more abnormally loose stools with in a 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.

Your child may return to the Before and After School 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.

Parents will receive written notification when a communicable illness has occurred at their Before and After School site.

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.

The Program will not transport children in emergency situations. If a child requires emergency transportation, the parent/guardian or the emergency squad will provide transportation. If a parent/guardian does not sign consent for emergency transportation, the child cannot be enrolled in the program.

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 will be available from the West Clermont cafeteria as part of the student's school day. Breakfast is not included in Child Focus Fees.

The Before and After School Program will provide a snack for students attending after school. Each snack will contain at least two nutritional foods. Menus are posted at each site, available on the West Clermont website, and provided to parents upon request.

Parents should note any food allergies in the Child and Health Enrollment Form and advise the Before and 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 USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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:

1. **Mail**: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax**: (202) 690-7442; or
3. **Email**: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Page updated: July 09, 2025

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 and 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 the Before and After School Program.

Facility Security and Visitor Procedures

Child Focus is committed to maintaining a safe and secure environment for children, families, and staff. Access to the facility is restricted to authorized individuals. All visitors must report to the office upon arrival, sign in, and obtain a visitor pass, which must be worn while on-site. Unauthorized individuals are not permitted access to the facility.

Emergency Medical Devices

Child Focus has an Automated External Defibrillator (AED) available on-site for use in the event of a cardiac emergency. The AED may be used by trained staff or emergency responders as needed. In the event of a medical emergency, staff will follow established emergency procedures, including contacting 911 and notifying the child's parent or guardian.

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
Each Child Focus center has an identified emergency evacuation site. Staff members are informed of the designated location, and parents and guardians will be notified of the evacuation site in the event that an emergency evacuation is required.

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 DCY 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 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
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.

Teacher/Parent Communication
All though we do not have set parent teacher conferences, it is our policy to have open communication with the parents daily. If a private meeting is needed parents may request a meeting time with Teacher(s).

Grievance Procedure

Child Focus is required to comply with all state and federal regulations. If for any reason complaints arise, parents, members of the community, or employees should speak with staff and/or call the Program Coordinator 513-525-3168. They will be happy to help. If the situation is not resolved, please call the office at 513-528-7224 and ask to speak to the Director. Each complaint is documented and addressed.

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.

Social Media and Child Privacy Policy

Child Focus is committed to protecting the privacy and confidentiality of children and families.

Photos and Personal Information

Staff may not post or share photos, names, videos, or other identifying information about enrolled children on personal social media accounts. Publication on agency-approved platforms requires prior written parental consent.

Staff and Family Boundaries

Staff are prohibited from connecting or interacting with currently enrolled children or their families through personal social media accounts, including Facebook, Instagram, Snapchat, and similar platforms.

Communication

All program-related communication between staff and families must occur through agency-approved communication methods.

ACTION: Final
Appendix C to Rule 5180:2-12-07
ENACTED
Appendix
5180:2-12-07
DATE: 06/18/2026 9:11 AM

Center Parent Information

Note: A copy of this document is required to be given to the parent upon enrollment of their child in the licensed child care center.

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the 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-online at https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12.

Administrators and each employee of the center are 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 is 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 is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call:
OCC/ACF/HHS
Southwest Region
1301 Young Street, Suite 958
Dallas, TX 75202
214-767-3849

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 30th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961
bcr-fax@jfs.ohio.gov (e-fax)
Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit https://childrenandyouth.ohio.gov/for-families.

For more information on Medicaid health screenings and early intervention services for your child, please visit https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/ and https://ohioearlyintervention.org.

For information on cash food assistance, please visit https://jfs.ohio.gov/cash-food-assistance.