



COSTARS
EARLY CHILDHOOD SERVICES

PRESCHOOL

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Parent Handbook
2021 – 2022

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TABLE OF CONTENTS

Program Overview	5
Mission	
Program Information	
Sample Daily Schedule	
The Staff	
Philosophy	
Cooperation with Regulatory Agencies	
Curriculum Structure	
Activities	
Goals for Students	
Kindergarten Readiness	
Preschool Screenings and Assessments	
Conferences	
Participation	
Enrollment.....	9
Registration	
Waiting List	
Eligibility	
Ineligibility	
Children with Special Needs	
The Individual Family Transition Plan	
Withdrawals	
Financial Policies.....	11
Tuition and Voucher Policy	
Cincinnati Preschool Promise	
Tuition Payments	
Late Pick Up Fee	
Tuition Credits	
Program Policies	12
Child Custody	
Child Abuse Reporting	
Children’s Clothing	
Personal Items	
Children’s Cell Phone and Tablet Usage	
Outdoor Policy	
Weather Closings / Delays Update	
Child Care Emergency Closing	
Holidays	
Visitors	
Non-Smoking Campus	
Babysitting Policy	
On-Site Nursing Space	
Infant Care	
Evening and Overnight Care	
Program Procedures	13
Arrivals and Departures	
Late Pick Up	
Release Policies	
Reporting Children’s Attendance and Absences	
Field Trips	
Birthday Parties	

Napping and Resting	
Therapy Sessions	
Guidance (Discipline) Policy	16
Distracting the Child	
Redirecting the Child	
Ignoring the Behavior	
Time Apart from the Group	
The Food Program	18
General Information	
Mealtime Procedures	
Food from Home	
Modified Diets/Food Supplements	
Food Allergies	
Nondiscrimination and Civil Rights	
Health and Wellness Policy	
Parents as Partners	20
Parent Participation and Roster	
Open Door Policy for all Parents	
Daily Communication	
Parent / Program Staff Concerns	
Health Care Policy & Emergencies	21
Illness Policy	
Children's Physical Examination	
Immunization	
Chronic Medical Conditions	
Emergency Transportation	
Medication Policy	
First Aid and CPR	
Automated External Defibrillator (AED)	
Incident Reports	
Emergency Plan	24
Emergency Situations	
Safety	25
Safety Policy	
Risk Management	
Safety Procedures	
Center Parent Information	27
Program Closure Schedule	28



PROGRAM OVERVIEW

Mission

The mission of the Preschool Program is to enhance the quality of relationships among young children and their families. We aim to promote optimal development through support and education, respecting each family's uniqueness and strengths.

Program Information

The Preschool Program serves children ages 3 years old to 5 years old. We are licensed to serve a total of 40 children in this age range (only one of which can be 2.5 years old per classroom). Please note that the Preschool Program does not serve infants or any children under the age of 2.5 years or over the age of 5. The program offers care and education for preschool aged children and is accredited by CARF and rated as a 5 Star Step Up To Quality Program.

Preschool Staff to Child Ratios and Group Sizes:

Group Size = 20

Ratio = 1:10

The program operates year-round Monday – Friday from 7:00 am to 6:00 pm; individual classrooms operate on timetables within the 7am to 6pm time frame. Please note that we do not provide care in the evenings or on the weekends. The program is closed for most major holidays, and for staff and agency trainings. A list of closure dates is handed out annually to families, as well as included at the end of this handbook and in the enrollment packet.

Sample Daily Schedule - Preschool

7:00 – 9:30	Arrival, Breakfast, Free Choice
10:00-10:30	Clean Up and Transition to Group Time/ Activity
10:45-11:30	Large Muscle/ Gross Motor movement
11:30-11:45	Transition to Lunch
11:45-12:15	Lunch
12:15-1:00	Bathroom Break, Clean up, Nap Notes, Books
1:00-3:00	Rest Time
3:00-3:30	Snack
3:30 – 4:00	Stations & Group Time
4:00-5:00	Center Based Play /Free Choice/ Outside Time
5:00 – 6:00	Dismissal Time

Please note that learning opportunities happen throughout a child's day.

Teacher directed activities include projects such as art, science, and/or other structured learning activities. Teacher and child directed activities include activities that allow children to have the choice to choose between the activities, projects, and centers available at that time. Children rotate throughout the learning areas and/or activities.

The Staff

The Preschool Program staff is comprised of dedicated early childhood development professionals. We strongly believe in working with parents to provide the best learning environment for their child. All teachers have experience in childhood education and attend a minimum of 30 hours of professional development over a two-year period. Staff also receive a monthly consultation from a Promoting Resilient Young Children (PRC) Coach. The PRC coach supports the teachers in effectiveness of ensuring the social emotional development of preschool age children.

Philosophy

We believe that relationships among young children and their primary caregivers are paramount to a child's future success. We designed an environment that fosters a sense of community and offers home like qualities that nourish a child's development and the parents and caregivers who influence their lives.

Cooperation with Regulatory Agencies

The Ohio Department of Job & Family Services licenses the Preschool Program. The Preschool meets or exceeds state standards at all times. The license is displayed in the main entrance way. The licensing law and rules are available in the parent resource area. The licensing record, compliance report forms, complaint

investigation reports, and evaluations from building and fire inspections are also available in the parent resource area.

The department's web site is <http://jfs.ohio.gov/cdc>

The administrators and all employees of the facility are required, under Section 2151.421 of the Ohio Revised Code (ORC) to report their suspicions of child abuse or child neglect to the local public children's services agency.

Parents may call the Ohio Department of Job & Family Services toll-free number if they suspect the Program has violated licensing rules and regulation.

The number is 1-877-302 2347 option #4. The phone number is also listed on our program license.

The Ohio Department of Job and Family Services (ODJFS) has search capability to locate early care and education programs regulated by ODJFS and programs licensed by the Ohio Department of Education (ODE) at <http://childcaresearch.ohio.gov/>. Individuals can search based on county, city, zip code, program type, program name, license number, and/or Step Up to Quality (SUTQ) rating.

Furthermore, childcare programs have the ability through the Ohio Child Licensing and Quality System (OCLQS) to add days/hours of operation and services provided such as before/after school care, evening or overnight care, meals and field trips. This information displays on the website.

Effective December 12, 2018 the ODJFS childcare search has enhanced functionality that allows individuals the option to receive program inspection updates via a Really Simple Syndication (RSS) feed. RSS is a way for websites to distribute information to subscribers automatically. Individuals can now receive notification when a new inspection is posted online. This notification is sent three days following the date the report is posted to the website. Programs receive a copy of the inspection report one day prior to the report being posted on the website.

Programs may want to add information about this feature to their parent handbooks to inform families.

To sign up for the RSS feed, go to <http://childcaresearch.ohio.gov/> and search for a program. Click on a program name, this takes you to the program detail page. Click on the button 'Interested in receiving updates about this program?' an instructional page displays with detailed instructions about how to subscribe.

If you have any questions, please contact the Child Care Policy Help Desk at 1-877-302-2347 (Option 4) or the following email address: CHILDCAREPOLICY@jfs.ohio.gov.

Curriculum Structure

Learning occurs when trusting relationships have been established and when developmentally appropriate activities encourage mastery and offer challenges. We believe children must be given choices, valued as learners, and respected as individuals. The best curriculum does not come from books, but from parents, teachers, and children. It considers far more than just skills to be taught but a way to approach learning.

The preschool classrooms use Creative Curriculum, which is designed to offer hands-on, developmentally appropriate activities organized into learning centers. Our child-centered approach includes opportunities for small and large group activities, block building, sand/water play, dramatic play, science, art, music and movement, math, and literacy development. All programming adapts to the changing needs, interests, and abilities of the children in our care. The curriculum is designed so that it can be individualized to best fit the needs of your child.

*The Preschool program does not use television, videos, or video games in the classroom.

Activities

We believe that there is learning in all that we do. Our goal is to teach children both socially and academically through activity. Each activity is aligned with an Ohio Early Learning and Development Standards or a social learning skill. The program does not conduct formal assessments on students' activities.

Goals for Preschoolers

Socio-Emotional Development

To experience a sense of self-esteem; to exhibit a positive attitude toward life; to demonstrate pro-social behavior.

Cognitive Development

To acquire learning and problem solving skills; to expand logical thinking skills; to acquire concepts and information leading to a fuller understanding of the immediate world; to demonstrate skills in make believe play; to expand verbal communication skills; to develop beginning reading and writing skills

Physical Development

To enhance all gross motor skills; to enhance and refine fine motor skills; to use all senses in learning

Kindergarten Readiness Program

4 and 5 year old children who will enter kindergarten in the coming year will participate in supplemental curriculum activities designed to prepare them for kindergarten.

Preschool Screenings and Assessments

- **Ages and Stages 3 (ASQ)** is a screener for fine and gross motor, communication, personal- social and problem solving, The EC Support Specialist completes it 60 days after the child's first day, and parents can complete one as well upon request. Each child will then receive a screener annually and or 90 days following the initial if there was a concern.
- **DECA**, a social-emotional development assessment, is completed by the teacher 60 days after the child's first day, and/or in September and March. The parent may complete as well.
- **Galileo**, a developmental screening tool, is completed every quarter by the child's teacher. The Galileo is used by the teachers to provide a more accurate depiction of a child's growth continuum. These are observation assessments.
- The program also uses informal assessment measures including but not limited to anecdotal notes.

Formal assessment data is utilized to influence individualized goals and track children's progression.

The program does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Conferences

Scheduled parent-teacher conferences are held at least twice a year in the Fall and in the Spring. During the conference information regarding your child's progress from their screenings and assessments will be shared with you, along with screening and assessment tool information. Unless there is a concern. Then a teacher will schedule a meeting with the parents within two weeks of reviewing the results to discuss the screening results and determine referral needs. The teacher's welcome requests for conferences at any time.

Participation

We strive to encourage all children to participate in activities offered through the program. Many times, children are hesitant if an activity is new to them. Staff will encourage children to try new things, but sometimes a little extra help is needed. Please encourage your child to participate in all activities, as part of our goal is to introduce them to new ideas and activities designed to enhance their academic and social development. If your child is unable to participate due to an illness or health condition, we request that you inform us in writing and such information must be stated in your registration packet.

If a child strongly refuses to participate in an activity, he/she will be allowed to sit out in the area as long as the staff can maintain supervision. If your child becomes ill or tired and needs to rest, a cot and a quiet space will be provided within direct supervision of staff.

ENROLLMENT

Registration

The Preschool program has an open, year-round registration. Space is limited to 90 preschool children per day, as per licensing capacity; students are enrolled on a first come first serve basis. Parents interested in the program should contact Amanda Hobbs at the Preschool Front Desk to request an enrollment packet. They may also contact the Early Care and Education Manager.

The family's account must be in good financial standing to be eligible to register at any time. Children will not be allowed to attend the program without all necessary paperwork, including the enrollment and health forms, being completed and processed.

Waiting List

Once the program has reached capacity, a wait list is maintained. An application must be on file in order for your child to be placed on the wait list. Parents interested in being part of the wait list should contact Amanda Hobbs at the Preschool Front Desk. Priority is given to siblings. Alternative options will be given to families that do not wish to be placed on the list.

Eligibility

Children ages 3 to 5 years old are eligible for Preschool programming. Each classroom can have one 2 ½ year old. Priority is given to siblings.

Due to safety concerns we currently do not accept children whose families have not granted us permission to emergency transport their child in the event of a life-threatening emergency for treatment.

We do not discriminate against any 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.

To be enrolled in the Preschool Program, a full enrollment application must be completed in its entirety, including the health and enrollment documents, immunizations, and medical form. Children must be toilet trained; programs are not able to provide diapering service.

Ineligibility

Preschool students who are not able to be successful in 1:10 (1:7 for toddler age) ratio and/or who do not exhibit self-control are not eligible for enrollment. Children currently engaged in intensive intervention services (e.g. Early Childhood Day Treatment, Day Treatment, Lower School, etc.) may not be eligible for enrollment. A review of current treatment level and support plan may need to be in place prior to enrollment.

Children who have previously been enrolled in intensive intervention services and DID NOT receive a successful discharge must meet with program supervisor to complete program assessment to determine fit. A pattern (3 or more) behavior intervention resulting in removal from classroom will result in suspension of services until a parent meeting occurs and a behavior plan in place. Recurring disruptive behavior may result in removal from program.

If found ineligible for programming, families will be contacted by program Manager and a resource for alternate programs will be provided.

Special Needs

Children with special needs are welcome to attend our program. Each case will be determined individually and determination of acceptance into the program will be made with the parent, the Engagement and Support Specialist, and the Early Care and Education Manager. Determination may also include counselors, mental health providers, and /or HCJFS case workers. Activities and space will be adapted as much as we are reasonably able to accommodate. However, if it is judged that the individual needs of a child cannot be met in group care, we reserve the right not to enroll the child and will assist the family in connecting with the appropriate resources. **Children with chronic health problems must have a signed Medical/Physical Care Form on file.**

The Individual Family Transition Plan

The Individual Family Transition Plan is the time parents and children spend together with the teacher before the child is fully enrolled. The amount of time may vary. It is a requirement of our program that at least one parent, preferably the primary caregiver, participates in this plan.

The goal of The Individual Family Transition Plan is to provide children, parents, and teachers an opportunity to get to know each other as well as the classroom environment and routines. Whether this is your child's first experience being separated from his or her parents during the day or your child has been in childcare before, enrolling in *this* program is new to everyone. We feel it is important for children and parents to spend time together in the classroom with the teacher during the enrollment process so they can feel as comfortable as possible with the transition to our care as possible.

Withdrawals

A parent's right to withdraw a child from the program is respected. **A two week written notice is required.** Your account must be paid up to the last day of attendance once notice is given. If it is determined that the individual needs of a child cannot be met in group care, the manager reserves the right to withdraw the child. When a situation is identified that could lead to dis-enrollment, the Manager/EC Support Specialist and teacher will work with parents to overcome the problem. Should dis-enrollment become necessary, a transition plan will be developed with the manager, teacher, and the family.

FINANCIAL POLICIES

Tuition and Voucher Policy

The Early Childhood Program establishes the center's tuition rates and reserves the right to adjust them to cover increases in the cost of operation. Parents will receive adequate notice, in writing, of fee adjustments. **Program fees are not waived for illness or vacation.** Parents must notify the program if the child is no longer eligible for vouchers services through HCJFS. If this situation occurs, vouchers or private pay tuition will be accepted as we work with the family on transitioning the child to a new site. Parents using childcare vouchers while alternate care is established are responsible for paying the co-pay amount set by Hamilton County Job and Family Services.

Cincinnati Preschool Promise

The Preschool Program is a Cincinnati Preschool Promise Provider. Families can apply for support, or tuition assistance, to utilize at our program. Families who meet income qualifications and live within the boundary of the Cincinnati Public School District are eligible to apply. Applications are available at the front desk and our staff can support you with your application.

Funding is provided during the school year but does not currently include the summer. We will work with families to determine plans to ensure their child's care is not interrupted over the summer.

Tuition Payments

Tuition payments are due by 6:00 pm on Friday for the next week of attendance. Tuition is payable by check, cash, credit card, or money order. The center reserves the right to withdraw the child from the center after one week of non-payment of tuition.

Preschool	\$222 / week
Employee Rate	\$188.70 / week

Parents must use the TAP system to enter student's times daily. This is a condition of HCJFS' childcare coverage; failure to do so may result in HCJFS terminating childcare voucher coverage. (NOTE: no staff member can complete swipes, per HCJFS' policy.)

A \$30.00 charge will be assessed for all returned checks.

The Children's Home of Cincinnati Tax ID number is included on all account statements and is available upon request.

Late Pick Up Fee

Failure to pick up a child by close of program (6:00 pm) will result in a late fee. \$5.00 will be charged when arriving 5-10 minutes after the close of the program, and an additional \$3.00 will be charged for every 5 minutes thereafter. Repeated late pick up may result in suspension or termination from program.

PROGRAM POLICIES

Child Custody

Legal decisions regarding issues of child custody will be respected. In fairness to parents and children, documentation of the rights of each parent is required for restricted visitation where necessary.

Please Note: We are unable to refuse any parent the right to pick up their child without a copy of the **COURT ORDER** on file.

Child Abuse Reporting

By law, all program staff and administrators are required to report suspicion of child abuse and/or neglect to the Hamilton County Department of Job and Family Services.

Children's Clothing

Dress your child in clothing that is comfortable for a variety of active and messy activities. Each child must have a change of clothes that is left at the program to be used in emergencies. Parents must label all clothing. Program staff will make every effort to keep track of your child's clothing. However, the program is not responsible for unlabeled clothing. We will provide a Lost and Found box in each classroom. Other items to bring include family photos, sunscreen, and topical ointments as needed.

If your child needs to borrow clothes from the program, please wash and return them so we can ensure we always have spare clothing available.

Personal Items

Parents are asked to see that children do not bring toys to the program. Children are asked to leave all cell phones, toys, radios, electronics etc. at home. Children are asked to store cell phone and other electronic items that must be brought on campus in the front office. Our staff is not responsible for lost, stolen or damaged items.

Comfort items such as stuffed animals, dolls, and blankets are acceptable for nap time.

Children's Cell Phone and Tablet Usage

Children are not permitted to use cell phones or tablets while in programming. If a child needs to contact a parent, the program phone will be used. Programs do not permit cell phone or tablet use for any reason and ask that, if they are brought to the program, they be stored in the main office.

Outdoor Policy

The outdoors is an extension of the classroom. Children will play outdoors daily throughout the year when the temperature and wind chill are above 25° and below 90° Fahrenheit. Parents can assure their comfort when outside by providing appropriate outdoor clothing, being careful not to over or under dress your child. The Muscle Room is available to the children every day and can be used during inclement weather.

Due to staffing demands, children are not allowed to stay inside while their group is outside.

Weather Closings / Delays Update

Please check the local news stations (5, 9, 12, and 19) and our Facebook and Instagram page for closing and delay information. Closings and delays will be listed as **Children's Home Preschool**. Please be sure to watch for closings and make plans accordingly. Families or staff can also email the supervisor for clarification if needed. We apologize for any inconvenience this may cause. If you have any questions or concerns, please contact the manager.

In the event of an emergency closing resulting in the closing of afternoon activities, you will be called to pick up your child. If you cannot be reached, we will attempt to contact the emergency contacts listed in your registration packet.

Child Care Emergency Closing

In case of emergency closing, parents will be notified by a message on the center's voice mail and by public radio and television announcements.

Holidays

Celebrations, rituals, and social activities are an important part of childhood and families. In an effort to include all

families, we will have celebrations of the season instead of recognizing individual holidays. We will strive to support the unique needs of each child and family and ensure that all feel welcome members of our program, while supporting education values of health and safety, good nutrition, sound mental health, and multicultural inclusiveness.

Out of respect for family choice and the children's daily routines, commercialism is discouraged.

Visitors

Parents are welcome to visit our program at any time. Your visits can be scheduled or unscheduled. Any other visitors to our program must be approved by the manager and/or your child's lead teacher. The only exception to this rule would be for licensing specialists or school representatives, who may stop by unannounced to make sure we are in compliance with codes and regulations. Scheduled visitors may include extended family members of children, consultants, supervisors for student teachers, volunteers, visitors providing enrichment activities, new parents, and The Children's Home facilities staff. It is our goal to keep you informed of the presence of our visitors, especially if they will be visiting in your child's classroom.

Non-Smoking Campus

All Campus buildings have a strict no-smoking policy. Please refrain from smoking in the parking lots or outside the building as well.

Babysitting Policy

In order to maintain appropriate professional boundaries, it is the policy of the program that staff do not baby-sit for the students we serve in our programs.

On-Site Nursing Space

Parents and or employees who need to pump breast milk or breastfeed their child can access our mother's room located in the back of the building. The receptionist will be able to support you in accessing the space.

Infant Care

The program does not provide care for infants or toddlers under the age of 2 ½ years of age. Information and resources for childcare can be made available upon request.

Evening and Overnight Care

The program does not provide evening and overnight care. Information and resources for childcare can be made available upon request.



PROGRAM PROCEDURES

Arrivals and Departures

Children typically experience a wide range of emotions and behaviors during drop-off and pick-up times. Parents also experience a wide range of emotions during these times. Whether it is your child's first day at the program or they have been enrolled for months, these separation and union times deserve special attention. It is important for staff members to be sensitive to the needs of you and your child during these times of transitions. In order for you and your child to feel as comfortable as possible, it is important for parents and teachers to communicate regularly about how this process is going.

Upon arrival to their classroom, the teacher will immediately record the child's attendance on the daily attendance sheet. Upon dismissal, the teacher will immediately note on the daily attendance sheet that the child has left for the day. All children will be supervised at all times.

Arrival

Children must arrive at the program by 9:30 am. This allows the child to acclimate to their new surroundings and be comfortable with their choice of breakfast or activity before the parent or guardian leaves for the day.

Young children typically do best when parents spend some time with them after their arrival to the center. When possible, parents can help the child get settled by reading a book or eating breakfast with the child as well as taking a moment to talk with the teacher. Each parent, child, and teacher can decide what seems to be the most comfortable. Establishing predictable routines for arrival help children manage this transition effectively.

Departure

Predictable routines can also be helpful upon departure from the center. Parents may find it helpful to allow extra time for this transition, so children have time to finish their activities and collect their belongings. This also allows parents and teachers a moment to talk at the end of the day.

Please Note: Vehicles must be turned off and keys removed from ignition when you or your escorts are dropping off or picking up your child. Please do not leave other children in the vehicle when dropping off and picking up from the program.

Late Pick Up

Students must be picked up no later than 6:00 pm. Failure to pick up a child by close of program (6:00 pm) will result in a late fee. \$5.00 will be charged when arriving 5-10 minutes after the close of the program, and an additional \$3.00 will be charged for every 5 minutes thereafter. All late fees are due at the time of pick-up. All fees are charged by family. Repeated late pick up may result in suspension or termination from program.

If the staff has been unable to contact you by 7:00 pm, 241-Kids will be called for child abandonment.

Release Policies

Every effort is made to provide a safe and secure environment for children. Parents must pick up their children in the building. Children are released only to persons aged 16 and older that the parent/guardian have designated in writing or with an authorized phone call. If the adult picking up the child is unfamiliar to staff, the adult is required to show his/her driver's license for identification. Escorts must also sign the child in or out. Parents will be contacted to verify pick up by any escort arriving without prior notice from the parent/guardian. Parents will also be notified if a non-authorized adult arrives to pick up their child. The Children's Home staff reserves the right to refuse pick up to anyone who we cannot verify identity. Students are not allowed to leave their groups without permission and must always be in direct supervision of a staff member.

Reporting Children's Attendance and Absences

Parents must sign their children in and out each day at the Reception desk. This is an important tool because it is used to check attendance during emergency procedures. If others will be picking up or dropping of your child/ren, you must let them know to follow this procedure.

A consistent routine allows children to feel safe and develop a sense of mastery in their lives. We encourage all families to have their children attend daily in order to establish a routine that supports the child's transition to and from the program. However, we understand that there will be times when children will be out due to illness,

family situations, and vacations.

Since teachers plan their day's activities based on the number of children expected for the days and hours children usually arrive, we ask that parents notify us if their child is going to be absent, late, or if they plan to pick them up especially early. We ask that families to notify us of the reason for their child's absence.

Children enrolled in Cincinnati Preschool Promise should not miss more than 5 days of program a month.

Children receiving publicly funded childcare support may not exceed 10 absences per half year or they will be subject to over-absent day fees from the program.

If your child is arriving to the Preschool Program via transportation from another program, we ask that you call and let us know if they will not be arriving. If a child is 15 minutes late being transported, the front desk will contact the program providing the transportation.

Field Trips

Young children tend to feel most comfortable in familiar places with predictable schedules and routines. This is especially true during times of separation from their parents. Because children tend to learn best when they feel comfortable, we do not take field trips outside of the program and instead offer enrichment activities on our grounds. If you have any ideas for a special visit, please talk with your child's teacher.

Please note: The Preschool Program does not participate in swimming activities or water activities that contain more than 18 inches of water.

Birthday Parties

While not required, we welcome the parent's choice to plan a special celebration for their child's birthday at the center. We hope you'll feel welcome to brainstorm some good ideas with our staff as you plan.

Consider these suggestions:

- Bring afternoon snacks such as muffins, soft pretzels, fruit, juice bars
- Donate something to the classroom in your child's honor such as a book, audiotape, puzzle
- Eat breakfast, lunch, or snack with your child at the center

There are a small number of items we would like to ask you **not** to bring to the program because of their impact on the safety of the children:

- Candy, Marshmallows, Popcorn (potential choking hazards)
- Nuts (potential choking and allergy hazard)
- Latex Balloons (Mylar are permitted)

Out of respect for family choice and the children's daily routines, commercialism is discouraged.

Napping and Resting

Preschool children have the opportunity to nap daily. Nap times are noted on the daily schedule. Children who do not nap are provided with quiet activities. Each child will have their own cot. Please bring a blanket for nap-time and take home each Friday to launder.

Parents are asked to see that children do not bring toys to the center. However, comfort items such as stuffed animals, dolls, and blankets are acceptable for nap time.

Therapy Sessions

Children must have a signed permission slip from parent or guardian stating the name of therapist, dates, time and locations of each appointment and signature indicating families understand that children are not under the care of ODJFS licensed childcare during this time. Permission slips are on file with the program and can be obtained from the Front Desk. Therapeutic sessions may only occur as designated on the permission slip. Daily group schedule will be made available upon request and staff will help to determine best fit times for sessions.



GUIDANCE (DISCIPLINE) POLICIES

Parents and teachers are interested in promoting self-control and appropriate social behavior in children. The role of the adult is to assist the child in mastery of the environment as well as helping him with mastery of himself. This is accomplished through meaningful relationships and interactions between parent, teacher, and child.

Young children have difficulties with self-control for a variety of reasons. Often it occurs because children are still learning what they need to do and how they need to do it. They just need more practice! Young children tend to show us their worries and feelings through their behavior. It is important for teachers and parents to work together to try to understand what the child is trying to communicate so appropriate interventions can be planned.

Please note: If a child's behavior poses a serious safety risk to themselves or others, staff may immediately remove the child from the programing space and a parent or emergency contact may be notified for immediate pick up. If this should occur, the parent or emergency contact must make arrangements to pick the child up in an appropriate amount of time.

The center staff is trained to use the following techniques:

Distracting the Child

The teacher will turn the child's attention from the unacceptable behavior to a more acceptable one without directly confronting the child.

Redirecting the Child

The teacher will verbalize with the child what he/she has done, how it affects the children in the classroom, and how it makes the child feel. Then, together, they find an appropriate way to amend the situation and/or find a more appropriate activity.

Ignoring the Behavior

The teacher will ignore the unacceptable behavior if it is not doing any harm to the child, other children, or the environment.

Time Apart from the Group

If the above methods are not effective, it may be necessary to separate the child from the group. The child may rejoin the group as soon as he/she is able to conduct themselves appropriately in the group or setting.

All employees and staff shall not:

- Abuse, endanger or neglect children, including shaking a baby
- Utilize cruel, harsh, unusual, or extreme techniques.
- Utilize any form of corporal punishment.
- Delegate a child or children to manage or discipline another child or children.
- Use physical restraints on a child
- Restrain a child by any means other than holding children for a short period of time, such as a protective hug, so that the children may gain control.
- Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
- Prone restraint includes physical or manual restraint.
- Place children in a locked room or confine the children in any enclosed area.
- Confine children to equipment such as cribs or highchairs.
- Humiliate, threaten or frighten children.
- Subject children to profane language or verbal abuse.
- Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
- Punish children for failure to eat or sleep or for toileting accidents.
- Withhold any food (including snacks and treats), beverages or water, rest or restroom breaks.
- Punish an entire group of children due to the unacceptable behavior of one or a few.
- Isolate and restrict children from all activities for an extended period.

Our program does not permit, nor will it tolerate, the use of physical discipline or any abusive methods. Violation of this policy by staff or agency representatives will be grounds for immediate termination of employment. The discipline rule applies to all persons on the premises.



General Information

The food served meets the standards set by the United States Department of Agriculture, and local and state health departments and licensing guidelines. Children with special diets for medical reasons must have a physician's statement on file. Children with dietary restrictions due to religious reasons must have a written statement from parents stating the food products that are restricted.

Mealtime Procedures

Nutritious meals and snacks are an important part of your child's day. Breakfast, a morning snack, lunch, and an afternoon snack will be served to the children present. Menus will be posted at the front desk and in the classrooms. Please see the attached schedule for mealtimes. There is no charge for meals.

Food from Home

Parents/Guardians are asked to see that their children do not bring food to the classroom except for special occasions where it can be offered to all children. Parents may choose to eat with their child in the Reception area.

Modified Diets/Food Supplements

If there is a dietary restriction, the following policy must be adhered to. While children are present in the program our meals must provide them with 1/3 of the recommended daily dietary allowances specified by the USDA. This includes, at a minimum, the following:

- 1 serving of milk - dairy
- 1 serving of meat or a meat alternative – protein
- 2 servings of vegetables and or fruits
- 1 serving of bread or grains

Children who are on modified diets, such as a vegetarian diet, must have the dietary groups listed above when they are in our care. The center does not supply alternative food, so it is the parent's responsibility to supply their child's alternative food. Some examples of alternative foods are: Milk – Soymilk, Meat – Veggie burgers, Veggie (chicken) nuggets, Veggie (sausage) links, and Veggie (lunch meat) slices. The frozen foods work out well because they can be kept for a long period of time and used as needed. Parents who choose for their child to be on a modified diet must complete the modified diet form to be kept here at the center.

The only exception to this rule is if a doctor has completed a medication form stating that the child does not need to consume any alternative to that group at all. For example, the child does not need to consume any protein.

Food Allergies

Children's food allergies will be noted on the food cart, on the classroom cabinet, and on the attendance sheet. Food service will provide alternatives for children with food allergies. Families with meal or religious food preferences will work with food service to determine what accommodations can be made.

Nondiscrimination and Civil Rights

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, audiotope, 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, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence

Avenue, SW Washington, D.C. 20250-9410;
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Health and Wellness Policy

The Children's Home of Cincinnati is committed to promoting a culture of health and well-being by supporting healthy eating, physical activity and chronic disease management.

Families interested in receiving a copy of The Children's Home of Cincinnati full Health and Wellness policy, may request a copy.



PARENTS AS PARTNERS

Parent Participation and Roster

The Preschool Program is committed to supporting parents and children. We feel strongly about communicating with parents about your child's experiences at the center. We feel that parents' participation in various classroom, program events, and program planning helps strengthen the relationships between parent, teacher, and child. Parents are encouraged to become highly involved in the center.

A roster of names and telephone numbers of parents/guardians of children attending the program will be available upon request. Only those parents and guardians who indicate on the Child Enrollment and Health Information form they want their information included will be included. The parent roster will only be given to parents or guardians of a child who attends the program and individuals associated with the center that requests it for center related business.

Open Door Policy for all Parents

Parents are welcome to visit the program at any time and are encouraged to do so.

Daily Communication

In order for us to provide for the individual needs of each child it is important for parents and teachers to communicate regularly. Please set aside some time in each day to talk with your child's teacher and look for notes in your child's cubby. In addition, teachers prepare monthly newsletters, detailing classroom and program activities, child development topics, and parent participation opportunities.

Parent /Program Staff Concerns

Just as teachers are encouraged to discuss concerns with parents, parents are encouraged to ask their child's teachers any questions they may have about their child's care in the classroom. It is important for parents and staff to clear up any questions or misunderstandings quickly. Nearly all concerns are best addressed at the classroom level, but if parents and teachers are not able to reach a mutually satisfactory resolution, parents and staff are encouraged to discuss their concerns with the manager. Good communication between staff and parents is vital to the smooth running of the program. General program issues may be discussed with the Lead Teachers.



HEALTH CARE POLICY & EMERGENCIES

Illness Policy

The Child Care Program operates for well children and staff only. Children who are mildly ill (ex. minor cold) may attend the center with the program Manager's approval. Children should be fully able to participate in all activities, including outdoor play. Children with symptoms of communicable diseases will rest in the sick bay. A staff member will remain with the child until the parent or designated representative arrives for the child. Parents shall remove the child **within one hour** after notification. In the event we cannot reach the parent we will contact the emergency representatives designated by the parents. Despite our best efforts to isolate children with symptoms of communicable diseases, your child is in a group setting and will be exposed to many other children and adults. Because of this, it is important that parents establish a reliable, alternative plan for childcare.

Children exhibiting signs of illness listed below should remain at home. The following are indications of illness that will necessitate removal:

- Temperature of at least 101° Fahrenheit (100° degrees if taken axillary) when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.
- Diarrhea (three or more abnormally, unexpectedly, or unexplained loose stools within 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 eyelid, thick and purulent (pus) 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. Children will be required to remain at home for 24 hours symptom free if he/she is sent home from the center. If the child was seen by a physician and is declared non-communicable, s/he may be readmitted with a physician's statement indicating that the child is free of communicable disease.

The Manager retains the right to continue to exclude the child despite a physician's statement if that statement contradicts the center's policies. Parents of every child enrolled in the exposed class will be notified when a communicable disease is introduced. Parents will be advised of symptoms and incubation periods, if appropriate. The Ohio Department of Health's "Child Day Care Center Communicable Disease Chart" is posted in the hallway. Children who are sent home with a communicable disease and are in the sick bay and or used their blankets will follow these precautions to help prevent the spread of germs:

- Blankets will be sent home with the child to be washed. If the blanket belongs to the center it will be immediately washed.
- The cot and any other items the child had with them in the sick bay will be washed and disinfected with bleach and water immediately following the release of the child.

Staff who exhibit signs of communicable disease will remain away from the children and/or center. It is a requirement that all staff receive training in communicable disease recognition provided by The Children's Home or other appropriate agencies. Staff is also trained in hand washing and disinfecting procedures by an administrator within 30 days of employment. These policies are also posted in each classroom.

Children's Physical Examination

All children enrolled in the Preschool program must present a physician's certificate of good health prior to time of admittance. A certificate of a physical exam and updated immunizations must be presented every year thereafter on the anniversary of the date of the previous exam. Because we risk the loss of our license, preschool children who do not receive their ongoing physical exams are subject to withdrawal. To maintain compliance with the preschool's regulating bodies, children need to receive complete screenings at their annual well child check, including vision, hearing, hematocrit, and lead screenings. If this information is not obtained or reported by the physician, children may need to return for a subsequent appointment. Our staff are available to assist with locating a medical provider and/or dentist as requested.

The Children's Home of Cincinnati houses the Levine Family Health Program at our Madison Road location.

The health program provides well checks, immunizations, and sick care. Paperwork is available at the front desk for you to register.

Immunization

Children must be immunized as required by the state department of health in order to attend the center. Children who have not been immunized will be accepted, and be “exempt” from immunization requirements with the appropriate documentation:

- A physician noting that immunization against the disease is medically contraindicated or not medically appropriate for the child; or,
- a statement from the parent/guardian that they have declined immunizations for the reasons of conscience, including religious convictions.
- **Children who are not “exempt” from immunizations and not kept current are subject to withdrawal.**

Chronic Medical Conditions

Children with pre-existing medical conditions will be evaluated for admission on an individual basis. After admission, documentation of regular medical follow up will be required.

Emergency Transportation

The program does not provide childcare services to children whose parents refuse to grant consent for transportation in the event of need for emergency treatment. Information and resources for childcare that does support refusal of emergency transport can be made available upon request.

The Preschool Program will only transport a child via EMS in the instance of a life-threatening injury.

Medication Policy

Medication will only be given at the program if it cannot be given at home or by the parent. The medication will be given to the child by their teacher and will only be given for the time-period indicated by the type of medication/ topical ointment, or by the physician.

Prescription Medication

Any child who requires any form of prescription medication while at the program will need to have an Administration of Medication Form filled out and signed by their parent/guardian. The Medication must be in its original container and have a complete pharmacy label on it that includes the child’s name, dosage amount and time of dosage, as well as the length of administration.

Non-Prescription Medication

Nonprescription medications, excluding topical/products, require that an Administration of Medication Form must be filled out and signed by the physician, and include instructions from the physician/dentist/APN/CPA. The medication must be in the container with the original label and must provide a dosage for the child’s age and/weight. Any medications not in the original container will not be administered.

Topical Ointments

Topical ointments that do not contain aspirin or codeine, or exceed the instructed amounts may be administered without instruction from a physician, as long as the original container provides a dosage for the child’s age and/weight (if the bottle says if under 24 mo. of age consult a physician, the child’s physician would need to complete the Administration of Medication form). Examples may include chap stick, lotion, and suntan lotion. An Administration of Medication form must be completed and the container with the original label and must provide a dosage for the child’s age and/weight.

First Aid and CPR

During all childcare operational hours, at least one childcare staff member will be onsite and currently trained in First Aid, CPR, and Communicable Disease & Child Abuse.

Automated External Defibrillator (AED)

An AED is in the Copy Room. The AED is a portable electronic device that automatically diagnoses the life-threatening [cardiac arrhythmias](#) and is able to treat them through [defibrillation](#). During all childcare operational hours at least one staff trained in use of the AED in on site.

Incident Reports

An incident report will be completed by the staff member who is responsible for the child, when the following

incidents occur:

- An illness, accident, or injury which requires first aid treatment
- A bump or blow to the head
- Emergency transportation
- An unusual or unexpected event which jeopardizes the safety of the children or staff.
- Child is not picked up after the center closing time of 6:00 pm. 241-KIDS will be called one hour after closing.

Police and Incident Reports will be filed with ODJFS.

Incident reports must be signed by the parent/guardian upon the child's departure for the day. If the parent/guardian is not picking the child up that day, the person picking up the child will be asked to sign the form. A signed copy of the report will be provided to parents and a copy will be retained at the center.



EMERGENCY PLAN

Emergency Situations

The program staff will do everything possible to keep your child safe. However, accidents can and do happen. In the event of an emergency, the staff will follow the Emergency Plan. Staff has access to working phones in every area of the building. Monthly fire drills are conducted, as well as quarterly lockdown and severe weather drills.

If your child needs to be taken to the hospital by ambulance, a staff member or administrator will accompany your child to the hospital and stay with him/her until you or another approved caretaker arrives. Children will only be transported in an ambulance. In an emergency, staff will follow your indications on the child's emergency transportation form.

In the event of a serious emergency and the Program must be evacuated, the children and staff have 2 locations to evacuate to and can be found on the Medical Emergency Plans posted in each classroom and the Office. Please refer to the Medical Emergency Plan for exact information staff will follow during emergency situations. These plans are available in all binders, on the parent board. You may request a copy at your convenience.

In case of a GENERAL EMERGENCY, defined as any threat to the safety of children due to environmental situation or threats of violence, natural disasters, and loss of power, heat, or water:

- **Earthquake:** Move all children into the hallway
- **Threats of violence:** Counselors are to move children to a safe place and call 911. Do not argue, try to disarm, or bargain with the intruder
- **Loss of power, heat, or water:** We will remain open unless the loss is unable to be restored in a reasonable amount of time; Management will make the call to close.
- **Environmental situation:** Teachers are to close all windows and take children to a safe place, such as the fire door area. A manager will inform you of the next steps and to help move children to a safe area, according to the situation.



Safety Policy

The safety of the children in our program is our primary concern. The following guidelines are to ensure that we keep this commitment to the parents of the children in our care.

1. Each Teacher oversees and has the responsibility for the children assigned to his/her group. This also includes meeting the children's needs, supervising them, caring for them and keeping them safe.
2. No child is to ever be left alone and unsupervised except as stated in the supervision policy.
3. No staff member will abuse, neglect or otherwise cause harm to any child.
4. Staff members will follow the discipline procedures in the Discipline Policy.
5. Staff members will immediately consult with the supervisor concerning any suspected child abuse and/or neglect. The staff members will then immediately report suspected child abuse or neglect to the Hamilton County Department of Job and Family Services. Parents will be notified.
6. Phones are located in each classroom, administrative offices, the cafeteria, and the gym office for emergency use.
7. Fire drills will be conducted monthly and records will be kept with the supervisor. Evacuation plans are posted in each room as well as Medical and Dental Emergency plans are posted on the traveling licensing board and in counselor binders.
8. Staff will call parents/guardians after 2:20 P.M. when a child is not in attendance and a previous phone call from the parent/guardian was not received.
9. Each staff member and parent/guardian will receive a copy of this procedure.

Supervision Guidelines

When the children are outside in the play area the staff member will be able to summon another adult without leaving the children alone.

Risk Management

Every effort is made to provide a safe and secure environment for children. All outside entrances remain locked 24 hours a day. The front door is open from 7:00 am - 6:00 pm; staff has the capability to lock the front door remotely. The door to the Preschool hallway always remains locked to ensure the children and staff's safety.

The center has an intercom system as well as a central fire alarm and sprinkler system. Evacuation routes are posted throughout the center. Parents are encouraged to identify and discuss with the Supervisor any perceived risks to a child's health and safety.

All visitors and staff may not bring any weapons, legal or illegal drugs into the program or on campus. Any prescription or over the counter medications should stay out of the program or out of the reach of children. Any visitor who will be in the program longer than to pick up or drop off a child will be asked to keep their personal belongings locked away in the staff office.

Safety Procedures

No child shall be left alone or unsupervised. There is immediate access to a working telephone in each classroom and office space. Use of spray aerosols shall be prohibited when children are in attendance at the child day care center. In non-life-threatening instances, the center staff will provide on-site first-aid. If a child requires medical attention, the child's parent will be contacted, informed of the injury, and asked to pick up the child. If an accident or injury is life threatening or requires immediate medical attention, staff will call 911.



CENTER PARENT INFORMATION

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 childcare 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 to meet with parents and child/staff ratios are posted in a noticeable place in the center for 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, disability, or national origin 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>

Excerpted from:

- Ohio Department of Job and Family Services
- Child Care Center Manual
- Child Care Center Rules
 - Administrator Responsibilities, Requirements and Qualifications for a Licensed Child Care Center
 - Appendix C - [Center Parent Information](#)



2021-2022 Preschool Closing Schedule

Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Professional Development TBD	Monday, August 16, 2021
Labor Day	Monday, September 6, 2021
Professional Development TBD	Monday, September 27, 2021
Thanksgiving Day	Thursday, November 25, 2021
Post-Thanksgiving Day	Friday, November 26, 2021
Agency Closing Day	Friday, December 18, 2021
Christmas Eve Day	Friday, December 24, 2021
New Year's Eve Holiday	Friday, December 31, 2022
Martin Luther King Jr. Day	Monday, January 17, 2022
Professional Development TBD	Monday, February 14, 2022
President's Day	Monday, February 21, 2022
Professional Development TBD	Monday, March 7, 2022