



## Parent Handbook

### **Educare Academy 1**

631 Euclid Ave.  
Toledo, OH 43605  
(419) 691-6444

### **Educare Academy 2**

3158 Navarre Ave.  
Oregon, OH 43616  
(419) 693-6982

### **Educare Academy 3**

943 N. Dixie Hwy.  
Rossford, OH 43460  
(419) 666-9843

### **Educare Academy 4**

806 Starr Ave.  
Toledo, OH 43605  
(419) 693-7550

### **Educare Academy 5**

3580 Lagrange St.  
Toledo, OH 43608  
(419) 242-4777

### **Educare Academy 6**

111 Indiana Ave.  
Toledo, OH 43604  
(419) 254-4000

### **Educare Academy 7**

4450 Jackman Rd.  
Toledo, OH 43612  
(419) 478-3131

### **Educare Academy 8**

4438 Jackman Rd.  
Toledo, OH 43612  
(419) 214-0178

### **Educare Academy 9**

1940 W. Laskey Rd.  
Toledo, OH 43613  
(419) 474-3400

### **Educare Academy 10**

2303 Cheyenne Blvd.  
Toledo, OH 43614  
(419) 865-8191

### **Educare Academy 12**

1902 W. Sylvania Ave.  
Toledo, OH 43613  
(419) 214-1322

Revised on 9/15/2020 By: CU

# CONTENTS

## ABOUT US

- LETTER OF WELCOME -----Page 5
- INTRODUCTION TO PARENT HANDBOOK -----Page 6
- MISSION STATEMENT -----Page 6
- POLICY STATEMENT-----Page 6
- DEMOGRAPHIC/LICENSE INFORMATION -----Page 6 & 7
- QUESTIONS, CONCERNS OR COMPLAINTS -----Page 7
- LICENSE CAPACITY -----Page 8
- STAFF/CHILD RATIOS, AGE GROUP AND MAXIMUM GROUP SIZE -----Page 8
- RATIOS- OHIO DEPARTMENT OF JOB AND FAMILY SERVICES (ODJFS) -----Page 8
- INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE -----Page 9
- ENVIRONMENT -----Page 9 & 10
- PROFESSIONAL STAFF (QUALIFICATIONS/TRAININGS) -----Page 10
- EDUCATIONAL COMPONENTS -----Page 10 & 11
- TRANSFER POLICY -----Page 11
- TRANSITION -----Page 11
- AGE APPROPRIATE ACTIVITIES TO PREPARE CHILDREN FOR NEW ENVIRONMENT -----  
-----Page 12
- SCHEDULES -----Page 12, 13 &14
- NAPPING/RESTING -----Page 14
- ADDITIONAL SERVICES -----Page 14
- CONFERENCES -----Page 14
- SCREENINGS/ASSESSMENTS -----Page 14
- PARENT ENGAGEMENT & VOLUNTEER OPPORTUNITIES -----Page 14 & 15
- HOURS OF OPERATION -----Page 15
- VISITORS/TOURS -----Page15 & 16

## ENROLLMENT

- NON-DISCRIMINATION POLICY -----Page 16 & 17
- CARE FOR HANDICAPPED CHILDREN -----Page 16
- ENROLLMENT FORMS -----Page 16 & 17
- CONSENT TO RELEASE CHILDREN’S RECORDS -----Page 17
- PARENT/CHILD INTERVIEW -----Page 17
- PERSONS DESIGNATED TO PICK UP A CHILD -----Page 17 & 18
- NOTIFICATION OF CHANGE IN WORK/HOME TELEPHONE NUMBERS/ADDRESSES -----  
-----Page 18
- WITHDRAWAL -----Page 18

## **TUITION**

- FINANCIAL POLICY OUTLINE -----Page 19

## **ATTENDANCE/ARRIVAL & DEPARTURE**

- ABSENCES -----Page 20
- ARRIVAL & DEPARTURE -----Page 20
- PARKING -----Page 20
- DAY CARE VEHICLE TRANSPORTATION -----Page 20
- ALTERNATE PROGRAM TRANSPORTATION -----Page 21
- ALTERNATE PROGRAM DELAYS/CLOSINGS -----Page 21
- ROUTINE TRIPS -----Page 21
- FIELD TRIPS -----Page 21
- CENTER CLOSING -----Page 21
- INCLEMENT WEATHER -----Page 22

## **CLOTHING/PERSONAL BELONGINGS**

- CLOTHING AND PERSONAL BELONGINGS -----Page 22
- CHILD CELL PHONE AND ELECTRONICS -----Page 22 & 23
- DIAPER POLICIES -----Page 23

## **FOOD**

- NUTRITION/MEAL PLANNING -----Page 24 & 25

## **DISCIPLINE**

- DISCIPLINE OF CHILDREN & GUIDANCE AND MANAGEMENT POLICY -----Page 25

## **SAFETY**

- SUPERVISION -----Page 26
- INCIDENT/INJURY REPORT -----Page 26
- OUTSIDE PLAY -----Page 26
- SWIMMING & WATER SAFETY -----Page 26
- MEDICAL/DENTAL/GENERAL EMERGENCY -----Page 27
- STORM & TORNADO ALERT PROCEDURE -----Page 27
- FIRE ALERT PROCEDURE -----Page 27
- DISASTER -----Page 27
- IN THE EVENT OF A DISASTER (PICK UP LOCATIONS) -----Page 28

## **HEALTH ISSUES**

- **MEDICAL EMERGENCY (LIFE-THREATENING) -----Page 29**
- **ACCIDENT/INJURY/ILLNESS (NON-LIFE THREATENING) -----Page 29**
- **DENTAL EMERGENCY -----Page 29**
- **MANAGEMENT OF ILLNESS -----Page 29, 30 & 31**
- **MEDICATION ADMINISTRATION -----Page 31**
- **CARE OF CHILDREN WITHOUT IMMUNIZATIONS -----Page 31**

## **MISCELLANEOUS**

- **PARENT REFERRAL BONUS -----Page 32**

Dear Parent,

Welcome to Educare Academy! We are very pleased you have selected our center to provide for the care, nurturing and education of your child.

Educare Academy was created to meet the needs for high quality child care for the children of our community. Our centers have since successfully established noted creditability within the Toledo area and surrounding communities for delivery of high-quality child-care services.

We believe it to be a necessary requirement for all children to have the opportunity to receive the very best possible influence during the early growth years; positive experiences that enable the young child to make a rewarding transition as he/she enters each stage of higher development, thus promoting a healthy adulthood. By fostering the child's ability to gain a sense of security and trust, this action helps build further understanding of a strong self-concept, self-worth, self-esteem, and sense of belonging.

The center's program is designed to include both planned and spontaneous activities in response to children's interests. Experiences with the areas of development and learning such as social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies, the arts, and English language acquisition are incorporated into daily plans. Regularly scheduled snacks and meals, rest time, indoor and outdoor play, and routines in physical caregiving promotes the child's health, well-being and ability to care for his/herself. There is maximum flexibility for the children as a group and as individuals.

The most precious gift we can offer our children is the opportunity for genuine attention and protection in addition to providing learning experiences that will enrich young lives and stimulate minds as children learn about the people and the world around them.

As we begin this partnership, keep in mind that we will do our very best to provide you and your child with the highest quality in child-care services. We look forward to providing a secure foundation for your child to ensure successful growth and learning. Please let us know how we may be of help regarding any concerns and/or questions.

Sincerely,

Educare Academy

## **INTRODUCTION TO PARENT HANDBOOK**

This handbook will provide you with the information needed to understand the center's operating policies and procedures, daily activities, and state standards that govern child care in Ohio.

We hope you will work with us and understand that the overall outcome is to provide for the needs of all of our families, the center, and its employees. Please acknowledge these needs by reading this handbook in its entirety and abiding by the policies set forth. Your support will enable the center to maintain safe standards and allow us to continue to provide for high-quality child-care services.

We require that each family read through the Parent Handbook that is located online at [www.educareacademy.com](http://www.educareacademy.com). By checking the "yes" box on page 3 of the Child Enrollment and Health Information for Child Care document, which is located in the Acknowledgment of Policies and Procedures box, verifies your understanding and acknowledgement of our center expectations.

Please keep this Parent Handbook and refer to it when needed. Should you have questions or concerns, please feel free to stop by our office or telephone us at your convenience.

It is the sole responsibility of each parent to be knowledgeable regarding the contents of the Parent Handbook and requirements of the center. It is also the parent's responsibility to request a meeting with the Administrator should there be any questions and/or concerns regarding standing policies.

Families are required to abide by all policies and procedures. Failure to comply with these requirements may lead to termination of child-care services.

Note: Throughout this handbook, all references to parent(s) should be understood to include legal guardians as well. While we acknowledge that some families may have more than one child attending our center, most references in this handbook denote a single child per family.

## **MISSION STATEMENT**

Young Services, Inc., DBA: Educare Academy is dedicated to ensuring the health, safety, education and development of each individual child and their family. We will accomplish this by collaborating with staff and families through on-going trainings and support within a positive environment.

## **POLICY STATEMENT**

Educare Academy (formerly Toddlers School) was founded in 1967, for the purpose of helping and caring for small children. Educare Academy is established with the purpose of teaching young children basic academics and proper social behavior. It is our philosophy that education should begin at an early age. Educare Academy pledges itself to provide this education at the highest level of quality and dedication. We feel that it is important to conduct developmental and health screenings/assessments to assist in the advancement of the children. While we cannot replace the role of the parent, we can assist parents in developing high moral and educational values in their child.

## **DEMOGRAPHIC/LICENSE INFORMATION**

Our Center's demonstrate in daily practice that all written policies, procedures, and statements given to the parents, guardians and employees are followed. Center Administrator interviews each child and his/her parent/guardian prior to the child's admission to our Center.

We hereby declare that the State of Ohio Department of Job and Family Services, 30 E. Broad Street, 32<sup>nd</sup> Floor, Columbus, Ohio, 43215 licenses our Center to operate a Day Care Center. The *license* is posted on the Parent Information Board. The laws and rules governing Child Care are available in the office upon request. The Center's licensing record including licensing inspection reports and compliance report forms for the current licensing period, evaluation forms for health, building and fire departments and tax ID# are available upon request from our office. You can also view the reports online at <http://childcaresearch.ohio.gov/>.

### **QUESTIONS, CONCERNS OR COMPLAINTS**

If for any reason, you have concerns or questions regarding events taking place or actions/behaviors exhibited by staff, please do not hesitate to bring them to our immediate attention.

Parents or employees should be directed to the appropriate caretaker or Administrator of the Center. You may contact each center at the following numbers:

Educare Academy I, 419-691-6444, [E1@educareacademy.com](mailto:E1@educareacademy.com)

Educare Academy II, 419-693-6982, [E2@educareacademy.com](mailto:E2@educareacademy.com)

Educare Academy III, 419-666-9843, [E3@educareacademy.com](mailto:E3@educareacademy.com)

Educare Academy IV, 419-693-7550, ext. 0, [E4@educareacademy.com](mailto:E4@educareacademy.com)

Educare Academy V, 419-242-4777, [E5@educareacademy.com](mailto:E5@educareacademy.com)

Educare Academy VI, 419-254-4000, [E6@educareacademy.com](mailto:E6@educareacademy.com)

Educare Academy VII & VIII, 419-478-3131, [E7@educareacademy.com](mailto:E7@educareacademy.com)

Educare Academy IX, 419-474-3400, [E9@educareacademy.com](mailto:E9@educareacademy.com)

Educare Academy X, 419-865-8191, [E10@educareacademy.com](mailto:E10@educareacademy.com)

Educare Academy XI, 419-704-2009, [E11@educareacademy.com](mailto:E11@educareacademy.com)

Educare Academy XII, 419-213-1322, [E12@educareacademy.com](mailto:E12@educareacademy.com)

The Administrator will schedule a convenient time for you to come to the office to discuss your concerns. In the unlikely event that your concerns are not resolved, you may request a meeting with the Administrator and the VP of Administration, Valerie Bower, at 419-693-7550, ext. 211.

If you are still not satisfied, you may contact The Department of Job and Family Services at the toll-free number, 1-877-302-2347, and option 4.

## LICENSE CAPACITY

### MAXIMUM NUMBER OF CHILDREN PER EACH CENTER

	E1	E2	E3	E4	E5	E6	E7/E8	E9	E10	E11	E12
Total Capacity	93	107	225	238	89	117	156	90	172	285	63
Under 30 months allowed	5	32	99	160	35	50	122	43	59	285	34

The O.D.J.F.S. licensing rule 5101:2-12-11 states, "There shall be at least thirty-five square feet of usable wall-to-wall indoor floor space for each child the center is licensed to serve."

## STAFF/CHILD RATIOS, AGE GROUP AND MAXIMUM GROUP SIZE

Children are eligible for enrollment between the ages of 6 weeks and less than 15 years old are eligible for enrollment at Educare Academy. During early morning opening hours and evening closing hours, diapered and non-diapered children may be combined in an age-appropriate classroom if there are less than a total of twelve children present.

When there is a combination of ages within a group of children the age of the youngest child determines the staff/child ratio. The only exception to this is that when no more than one child, two and one half years of age or older, is permanently assigned to a group in which all the other children are in the next older age group, the staff/child ratio shall be determined by the older children.

Max group size is defined as the number of children in one group that may be cared for at any time. Limitations do not include nap, lunch, outdoor play or special activities.

The center at minimum maintains these ratios and maximum group size is never more than double the group ratio.

## RATIOS- OHIO DEPARTMENT OF JOB AND FAMILY SERVICES (ODJFS)

The State of Ohio regulates the child/teacher ratio for age specific classrooms in the Child Care setting. The classroom ratios are as follows:

Age of Children	Staff/Child Ratio	Maximum Group Size
<b>Young Infants</b> (Birth to less than 12 months)	1:5 or 2:12 in same room	12
<b>Older Infants</b> (12 months and less than 18 months)	1:6	12
<b>Young Toddlers</b> (18 months and less than 2 ½ years)	1:7	14
<b>Older Toddlers</b> (2 ½ years and less than 3 years)	1:8	16
<b>Young Preschoolers</b> (3 years and less than 4 years)	1:12	24
<b>Older Preschoolers</b> (4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
<b>Young Schoolagers</b> (Enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
<b>Older Schoolagers</b> (11 years and less than 15 years)	1:20	40



## **INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

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

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

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm> or <http://childcaresearch.ohio.gov/>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardian and employees as required in 5101:2-12-07 of the Ohio Revised Code.

## **ENVIRONMENT**

Each classroom allows for direct sensory encounters and provides for the developmental needs, abilities, and interests of each child. Audio-visual equipment (iPad, TV, Wii, etc.) is available to provide for the child's enjoyment and educational interests. All indoor and outdoor equipment and supplies are carefully chosen based on their quality of construction, ability to provide pleasure, educational value, safety, and the capacity to stimulate the child's curiosity and cognitive development.

Rooms are designed to be spacious and provide a variety of learning center activity areas for children to explore. The classrooms are consistently monitored to observe for child-care supervision and maintenance of ratios, and to provide for classroom and/or individual needs.

The center is cleaned and disinfected daily. Infant crib sheets are laundered at least weekly, and more often if needed. No blankets are permitted in cribs for infants twelve months and younger (Ohio Administrative Code

5101:2-12-20). For infants twelve months and younger a swaddle blanket or sleepsack will be provided by the center for the child to use while in attendance. They will be washed at least weekly and more often if needed. Children's blankets/quilts (to be provided by parents) are to be taken home and laundered once a week.

**Classroom supplies** are furnished by the Center. You should provide a change of clothing and a small blanket and pillow that can be left at the Center for Naptime. PLEASE LABEL ALL ARTICLES CLEARLY WITH YOUR CHILD'S NAME. The Center is not responsible for lost or stolen items. Any personal belongings left at the Center for 30 days after withdrawal from the Center will be donated to charity.

The Center's methods of management and guidance apply to all employees of the Center. Staff's family members, spouses and friends are not permitted to visit the center during working hours, as this would be distracting to the functioning of the classroom.

## **PROFESSIONAL STAFF (QUALIFICATIONS/TRAINING)**

Educare Academy child-care providers are selected on the basis of their education, child-care experiences, trustworthiness, and dependability.

General professional staff qualifications include advanced educational studies in child development, early childhood education, or other related fields, or a minimum of one year's experience caring for children in the assigned age group. The level or scope of experience required is largely dependent upon specific requirements as defined by the position description.

Thorough reference checks are completed on each applicant and personal backgrounds are carefully screened. These screenings include a fingerprint search conducted by both the Bureau of Criminal Investigation and Federal Bureau of Investigation.

In compliance with the Ohio Department of Job and Family Services standards, at least one person at all times (at the center, on the vehicle, and at field trip destinations) will be trained in First Aid, CPR, Communicable Diseases and Child Abuse Prevention and Recognition.

Each teacher/child-care provider completes an orientation program. During this period of training, the employee is assigned to and trained by an experienced child-care provider.

The child-care provider must display proficiency in the skills required to demonstrate knowledge of age appropriate activities, understanding of the growth and developmental needs of children, health and safety awareness, interpersonal communication, organization, and a strong ability to nurture and love children.

## **EDUCATIONAL COMPONENTS**

Our educational program is designed to optimize each child's physical, social-emotional, cognitive and language development.

All equipment, supplies, and child-care provider interactions are geared toward enhancing the sensory and gross- and fine-motor development of each child, infancy through Kindergarten.

Each child-care area maintains a daily activity schedule in conjunction with a weekly curriculum plan. This lesson plan is posted each week and denotes the weekly theme, objective, activities, and purpose of each of the self-development areas.

Our program is designed to foster parents and teachers as co-partners. The common goal is to nurture the individual growth and development of each child. This is accomplished through a mutual effort between the parents and the center providers. Consistency and continuity are emphasized on a daily basis.

## **TRANSFER POLICY**

Transitions can be both challenging and exciting for children and their families. There is a growing body of research that widely acknowledges the importance of positive transitions in early childhood programs. We know that enrolling in a child development program is a significant moment for children and their families. While a majority of children make this transition successfully, it is sometimes associated with anxiety and uncertainty.

Educare Academy has developed a developmentally appropriate transition program to ease children and parents from home to the center, from class to class within the center and on to kindergarten when their preschool experience has ended. Recommendations for the transfer of your child will not be made unless we believe your child demonstrates signs of readiness and can adjust easily to the new environment. At that time, you will have an opportunity to meet with the new primary child-care provider before the transfer.

## **TRANSITION**

Transition begins informally the first time a family comes to the center for a tour of the facility. The center program director illuminates every aspect of the program to the family to determine if we are able to meet their needs.

When the family decides to enroll, the transition from home to the center begins. Enrollment packets and family information forms are given to the families so that a detailed profile can be developed. The director and the family schedule a time for an orientation of the program. At this time, families along with the center program director and the child's new teacher complete the Educare Academy individualized transition plan to ensure a positive beginning for each child and family. Information from the enrollment forms and the annually updated family information forms are used to help complete the transition plans.

Children often enroll into our center in the infant program, and graduate to toddler, preschool, and school age (before and after school programs). As the child changes classrooms each year, we provide for a two-week transition period when possible for the child to become accustomed to the new classroom environment, and to say goodbye to the previous. When the child moves from our preschool program to schoolage (kindergarten), we partner with the child's new school to provide transition activities.

When children arrive to our program having previously been enrolled in another program, we connect with that program (after receiving the proper consent release from parents) to provide transition services as well. If a child leaves our program to go to another childcare program, we make every effort to provide transition services along with the new program. Center program directors, teachers and parents develop actions steps to implement age appropriate activities to aid in the transition process. Strategies for supporting the various transitions are also identified and implemented using the individualized transition plan.

## AGE APPROPRIATE ACTIVITIES TO PREPARE CHILDREN FOR NEW ENVIRONMENT

Age Group	Transition Activities
Infant to Toddler	<ul style="list-style-type: none"> <li>*Transition child from highchair to child-sized table and chair.</li> <li>*Move child from crib to cot.</li> <li>*Make adjustments to napping and feeding schedule.</li> </ul>
Toddler to Preschool	<ul style="list-style-type: none"> <li>*Schedule visits to the preschool room.</li> <li>*Decorate a cubby in the new room or create an “all about me” poster board.</li> </ul>
Preschool to Kindergarten	<ul style="list-style-type: none"> <li>*Visit a kindergarten classroom or ask a kindergarten teacher to visit the classroom.</li> <li>*Help the child learn about bus safety or safety walking to school.</li> <li>*If the program typically has family-style meals, allow the child to eat a brown-bag lunch.</li> <li>*Decrease the length of nap/rest time to mirror the kindergarten schedule.</li> </ul>
Younger to Older School Age Group	<ul style="list-style-type: none"> <li>*Visit an older school age room, introduce the teacher and talk to the child about the schedule.</li> <li>*Assign the child an older “buddy” to help the child meet other children and learn the routine of the group</li> </ul>

## SCHEDULES

Parents, please keep in mind that we will do our very best to maintain the schedule as is; however, due to the children’s needs, class needs, teacher illness, holidays, weather factors, change in census and other unforeseen circumstances, the schedule may vary or be adjusted as needed. Thank you!

**GENERAL LIST OF DAILY SCHEDULES PER AGE GROUP**

<b>INFANT</b>		<b>TODDLER</b>	
5:30 – 8:30	Arrival/Choice Time	5:30 – 8:30	Arrival/Choice Time
8:30 - 9:00	Clean up/Story Time	8:30 – 9:00	Clean up/Bodily Care
9:00 – 9:30	Breakfast	9:00 – 9:30	Breakfast
9:30 – 10:15	Choice Time	9:30 – 9:45	Story Time
10:15 – 10:30	Group Time	9:45 – 10:00	Bathroom/Diapering
10:30 – 11:00	Outside Time (weather permit) Inside Gross Motor	10:00 – 10:15	Group Time 10-15 minutes
11:00 – 12:30	Choice Time	10:15 – 11:15	Choice Time
12:30 – 1:15	Lunch	11:15 – 11:45	Outside Time (weather permitting) Inside Gross Motor
1:15	Nap Time Begins	11:45 – 12:00	Bathroom/Diapering
1:15 – 3:00	Choice Time	12:00 – 12:30	Group Time/Story Time
3:00 3:45	Snack	12:30 – 1:15	Lunch
3:45 – 4:15	Outside Time (weather permit) Inside Gross Motor	1:15 – 2:45	Nap Time
4:15 – 4:30	Group Time	2:45 – 3:00	Bathroom/Diapering
4:30 – 4:45	Story Time	3:00 – 3:30	Snack
4:45 – 6:00	Departure/Choice Time	3:30 – 4:30	Choice Time
		4:30 – 4:45	Bathroom/Diapering
		4:45 – 5:15	Outside Time (weather permitting) Inside Gross Motor
		5:15 – 5:30	Group Time/Story Time
		5:30 – 6:00	Departure/Choice Time
<b>PRESCHOOL</b>			
<b>5:30 – 8:30</b>	Arrival/Child Choice/Centers	<b>5:30 – 7:30</b>	Arrival/ Interest Areas
8:30 – 8:45	Clean Up	7:45 – 8:00	Clean Up/Bathroom
8:45 – 9:00	Bathroom	8:00 -9:30	Breakfast/Depart for School
9:00 – 9:30	Breakfast	9:30 – 12:30	Scheduled Activities
9:30 – 9:45	Bathroom (Teeth Brushing)	12:30 – 1:00	Lunch
9:45 – 10:00	Morning Meeting/Story Time	1:00 – 3:00	Quiet Time/Scheduled Act.
10:00 – 10:15	Large Group Time 10-15 min	3:00 – 4:00	Snack/Arrival from School/Bathroom
10:15 – 10:30	Small Group (planning time) 15-20 mins	4:00 – 5:00	Homework/Scheduled Activities/Outside
10:30 – 11:30	Work Time/Child Choice/Centers	5:00 – 5:15	Bathroom
11:30 – 11:45	Review	5:15 – 5:45	Interest Areas
11:45 – 12:15	Outside Time (weather permitting) Inside Gross Motor	5:45 – 6:00	Reading/Departure
12:15 – 12:30	Bathroom		
12:30 – 1:15	Lunch/Bathroom		
1:15 – 2:45	Naptime		
2:45 – 3:00	Bathroom		
<b>SCHOOLAGE</b>			

3:00 – 3:30	Snack		
3:30 – 3:45	Large Group		
3:45 – 4:00	Story Time		
4:00 – 4:20	Small Group (Planning Time)		
4:20 – 5:00	Work Time/Child Choice/Centers		
5:00 – 5:30	Outside Time (weather permitting) Inside Gross Motor		
5:30 – 6:00	Departure/Child Choice/Centers		

## **NAPPING/RESTING**

Educare Academy provides a quiet space for children who want to rest, nap, or sleep. Nap and rest time will be in accordance with the developmental needs of the child. Any child who does not fall asleep during a designated naptime shall have the opportunity to engage in quiet activities. Cribs are separated from the play space by a safe and sturdy physical barrier, which does not impair the ability of childcare staff to supervise infants by sight and hearing. Ratio may be doubled for no more than two hours during naptime and shall only be doubled if all of the children in the group are on cots or on mats, if the group does not include any infants.

## **ADDITIONAL SERVICES**

Special activities/services--- vision, speech/hearing screenings, pictures, etc.-- will be offered periodically during the school year. Please watch for announcements.

## **CONFERENCES**

We work daily on a one-to-one basis with parents. We do our best to communicate. We do all we can to keep our parents up to date on the progress of each child and provide parent-training opportunities. We encourage the parents of our students to participate in parent-teacher conferences every spring and fall and whenever necessary. You may request to meet with the teachers at any time during scheduled hours upon availability, please speak with the administrator to schedule a time. We ask that the parent sign a verification form for the student's file at annual parent-teacher conferences. Parents are encouraged

## **SCREENINGS/ASSESSMENTS**

Educare Academy conducts both formal and informal assessments of each enrolled child. All children birth through preschool will have a developmental screening completed within 45 days of enrollment and annually using the Ages and Stages Questionnaire (ASQ:3). As a continual screening tool, we utilize the Teaching Strategies Gold checkpoints, work samples and anecdotal notes are collected regularly. If there is a concern or an area is scored low, we plan additional activities to help them master this skill for the next 4-6 weeks. We then rescreen, if they still do not pass, we will initiate a referral outside of our agency to their pediatrician, Toledo Hearing and Speech, Help Me Grow, etc. Educare Academy will report child level data to ODJFS pursuant to 5101:2-17-02 of the Ohio Administrative Code.

## **PARENT ENGAGEMENT & VOLUNTEER OPPORTUNITIES**

Did you know when parents are actively involved in their children's education that their children achieve better results in school? Every day, Educare Academy offers multiple opportunities for parents to be involved in activities at the center including:

- Reading books to the class at story time
- Organizing an activity for the class
- Teaching the children an outdoor game or activity
- Chaperoning field trips
- Helping with class holiday parties or special events
- Giving input into the program over all
- Decorating for holidays
- Participating in parades and helping to build floats

We know that you all are very busy working, attending school functions and spending time with your children outside of the center. Some activities take as little as 15-20 minutes (reading, small group activities) while others can be all day events (field trips, etc.). You can participate once a week, once a month or once a year. However, you choose to participate, your involvement will help to make the center a more family friendly place for your child and will help you to build a closer relationship with the staff at the center and your child’s teacher.

If you are interested in volunteering, please fill stop by the office and fill out a volunteer form. We will schedule you to come in and participate in whatever capacity you feel most comfortable. From time to time, we will also post parent volunteer opportunities. Please feel free to sign up for these activities, the more we see you the better!!

## HOURS OF OPERATION

Our Centers are open Monday through Friday, 6:00 a.m. to 6:00 p.m., with the exception of Educare Academy IV, 806 Starr Ave., which stays open Monday through Friday until 10:00 p.m., and Educare Academy VII, 4450 Jackman Rd., which opens at 5:30 am. Parking areas and sidewalks are lighted for safety and security. Any child picked up after closing will be assessed a **Late Fee** as follows: \$10.00 for each family for every 15 minutes or part thereof. All money is due at the time of pick-up or at the time of the next drop-off. No child may be left at the Center more than 10 hours without prior authorization or the same late fees will apply.

Extended evening care is provided until 10:00 p.m. at Educare Academy IV, 806 Starr Ave. There is an evening Supervisor at all times. We limit access to parents, guardians or authorized individuals for picking up the children during extended hours. Child/staff ratios will be maintained at all times. Children will be combined as ratios lower throughout the evening. However, diapered and non-diapered children may remain separated. The following represents a general, evening schedule:

6:00 – 6:30	Dinner
6:30 – 6:45	Clean Up/Bathroom
6:45 – 7:30	Outside Play/Free Play
7:30 – 8:00	Art/Music/Stories
8:00 – 8:15	Snack
8:15 – 8:30	Clean Up/Bathroom
8:30 – 10:00	Quiet Time Activities

A qualified administrator, administrative assistant, or designee remains on site during all hours of operation.

## VISITORS/TOURS

Visitors may schedule a tour through the facility based on time availability and approval of the administrator or senior management.

All visitors must abide by the safety and security requirements for the protection of the children and staff.

No one shall roam the center unaccompanied by a staff representative unless prior approval has been received. This policy is maintained for the confidentiality, safety, and welfare of our children, families and staff.

We encourage parents to call or visit the center at any time. We highly encourage and welcome parent participation. We do, however, reserve the right to limit the time periods of visits should this action be disrupting to the classroom activities and distracting to the children. You can also do a virtual tour of the center on our website.

## ENROLLMENT

### NON-DISCRIMINATION POLICY

Educare Academy is a non-discriminating child-care center. Educare Academy recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. Educare Academy will not discriminate on the basis of race, color or ethnic origin in the hiring of its personnel.

### CARE FOR HANDICAPPED CHILDREN

A written plan for the care of handicap and special care children enrolled in our Center will be provided by the parent/guardian and kept on file. This includes Health Care Plan, I.E.P., and/or I.F.S.P.

### ENROLLMENT FORMS

Upon enrollment, each child must have on file current health records and emergency transportation information. **ALL enrollment forms are important and should be completed in full** and returned to our office before your child may be enrolled in our center. Additional forms may be required as deemed necessary by the center for the safety and protection of the children.

*Note: If a parent refuses to sign the Emergency Transportation Form, the center will not enroll the child (unless the parent is employed by Young Services, Inc.), as this can create a safety issue for the child and other children at the center.*

A sample Daily Program Schedule for your child is available upon enrollment and is posted on the parent information board. We encourage the parents of our students to participate with special class functions, parties, and field trips and to assist when a problem arises. Any field trip taken by the Center will have transportation by Educare vehicle, walking or rented busses such as TARTA.

**Families are required to complete all enrollment forms. Your enrollment packet includes the following:**

- Parent Handbook (view online at [www.educareacademy.com](http://www.educareacademy.com))
- Child Care Application Check List
- Application for Child Care Benefits
- Provider Request/Change Report Form
- Employment Verification Statement
- Parent Acknowledgement of Day Care Services Agreement



- Child Enrollment and Health Information for Child Care
- Child Medical/Physical Care Plan for Child Care
- Authorized Drop-off/Pick-up Sheet
- Family Profile Questionnaire
- Permission slip for extracurricular activities and family communication
- Consent and Authorization for Release of Medical Record Information/Authorization for Child Screening and Assessment
- Individualized Transition Plan
- Fee Schedule
- Financial Policy Outline
- Young Services, Inc. dba Educare Academy Enrollment Contract • Parent Volunteer Form
- Child Medical Statement for Child Care
- Dental Health Record
- Child and Adult Care Food Program Income Eligibility Application for Free and Reduced-Price Meals
- Child and Adult Care Food Program Enrollment Form
- Parent/Guardian Request for Fluid Milk Substitution
- Additional Information
- Congratulations your child is enrolled in a Five-Star Step Up to Quality rated program letter
- Building for the Future
- Ohio WIC Program Eligibility
- ODJFS Absence Policy
- How Caretakers (Parents) Report Attendance
- Ohio ECC Caretaker FAQs
- Parent Volunteers Needed letter
- Practice School Bus Safety (Educational Coloring & Activity Book)

## **CONSENT TO RELEASE CHILDREN'S RECORDS**

Obtaining family consent to release children's records to a new program or school requires that parents complete the Consent for Release form in its entirety. When the center program director receives the Consent for Release form, he/she will contact the new center or school to make arrangements for the records to be delivered as soon as possible.

\*\* The more our staff knows about your child, the better they will be able to provide the quality care your child deserves. Please complete the sheet in your enrollment pack to share some practices that you use at home that would help us in caring for your child. \*\*

## **PARENT/CHILD INTERVIEW**

The parent will meet with the Administrator and/or designated person for a complete overview of the program and services offered. At this time, all forms will be reviewed, with policies and procedures emphasized and questions answered. Parents and child will receive a tour of the center and time will be set aside for the child to explore and meet with the instructors. Any allergies should be brought to the attention of the Administrator and/or designated person.

## **PERSONS DESIGNATED TO PICK UP A CHILD**

At the time of registration, parents will be requested to list alternative persons to whom the center may release the child, in addition to completing an Emergency Contact Information Form.

No child is to enter or leave without proper supervision.

Children will only be released from the center to an authorized parent/guardian. Guardians, siblings or other authorized persons must be at least 16 years of age and have proper ID to match the child's file information. At no time will a child be released to an unauthorized person.

A non-custodial parent must have court documentation stating visitation per the judge's order. Anyone under the age of 16 must have written permission from the parent/guardian of the child to be picked up.

If a request for an alternative pick-up person is made by the parent, the designated person must present him/herself to the front office personnel and submit proper identification before entering the child-care areas.

Again, at no time will a child be released to an unauthorized person.

In the case of divorced parents, the registering parent must indicate on the enrollment application who has legal custody and designate who may pick up the child. The center must have documentation from the courts regarding the custody status of each parent. If we do not have copies of the custody papers on file, the child may be released to either parent.

### **NOTIFICATION OF CHANGE IN TELEPHONE NUMBERS/ADDRESSES**

The center must always be updated with any changes made regarding emergency information, home/work addresses and telephone numbers.

Should any change in your information occur, please notify the administrator, administrative assistant or designee as soon as possible.

This information must remain current. Obviously, should the information we have on file be out-dated due to the failure of the parent to comply with this request, we would be unable to reach the parent in an emergency.

### **WITHDRAWAL**

Voluntary withdrawal requires a two-week, written notice.

We reserve the right to dis-enroll a child if it is felt that the needs of the child or family cannot be met, or if the child's presence is detrimental to the group. We have to consider the safety of the children and staff and overly aggressive child be asked to leave

In addition, a parent's failure to follow the policies of the Center or to cooperate with the staff may be cause for dis-enrollment. When the staff decides that it is in the best interest of the child, family or Center to terminate enrollment, referral to other agencies will be given when appropriate.

Disregard of the Center policies can include, but are not limited to: aggressive, loud or argumentative interactions with a Center employee; hostile phone calls, voicemail or email communications; non-payment of tuition. Abusive behavior and/or verbal threats towards other parent's or program staff will not be tolerated and will result in immediate dismissal.

# TUITION

## FINANCIAL POLICY OUTLINE

Cash, Check, Money Order, or Credit/Debit cards Accepted  
A non-refundable Enrollment Fee of \$25.00 is due upon enrollment.

DAYS OF ATTENDANCE: All children will be enrolled in one of our programs that best suit their scheduled needs. Once enrolled in a particular program, a space will be held for your child on those days and times specified. The weekly tuition fee for that program will be charged accordingly, **regardless of attendance/absences/inclement weather.** Part-time= less than 25 hours per week. Full-time= 25+ hours per week. ANY ABSENCES DURING THE WEEK WILL NOT BE DISCOUNTED FROM THE CHILD'S WEEKLY TUITION. Your child's weekly tuition is \$\_\_\_\_\_.

LATE FEE: Pre-payment for the upcoming week of childcare is due on Monday, before start of services for all Private Pay clients. If payment is not received at drop off on Monday the following week, a \$10.00 late fee charge will be applied. This will continue to be applied each week until a \$0.00 balance is showing on the account. All Private Pay clients will not be permitted to have their children attend if two consecutive weeks pass prior to payment being received in full. County Co-pays are due each week. If full payment is not paid by the 1<sup>st</sup> Friday of the new month, a \$10.00 late fee will be applied.

ADDITIONAL FEES: Include the following, but are not limited to: Summer Program, Field Trips, Returned Checks, Failure to TAP (County subsidized)

SCHEDULED DAYS: Children that attend on specific days of the week must adhere to their specified enrolled days. For example, a student that is enrolled for Monday, Wednesday, and Friday, may not attend on Tuesday or Thursday if they missed one of the scheduled days. Varying schedules must be in writing each week. Classes are scheduled according to State ratios and if a child switches a day of attendance, we run the risk of being over ratio. This is not only against State regulation, it is not fair to your child or the other children in the class.

VACATIONS: Each child is allowed two weeks of unpaid time out of the Center per calendar year. Vacation weeks are defined as Monday through Friday. Please give the Center two weeks written notice prior to using your child's vacation time.

CLOSINGS: The center is closed for New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas Day. Discounts are not given for these days or for inclement weather. In the case of inclement weather, if a Level III emergency has been issued before 6:00 a.m., the Centers affected will be closed until the state of emergency has been cancelled or lowered to a Level II. In the event that a Level III emergency has been issued during the day, we will remain open until all children have been picked up. In this event, we ask that timely arrangements to be made so that our staff can also leave for their homes safely.

TWO WEEK NOTICE: When you are planning to withdraw your child, we require a two-week written notice with the specific date of withdrawal. Failure to provide a full two weeks' notice will result in continued billing for that period.

## **ATTENDANCE/ARRIVAL & DEPARTURE**

### **ABSENCES**

If your child will not be coming to the center, we request that you notify the center as soon as possible. You should notify the center no later than one hour before the child is scheduled for service. You should also continue to notify the center each day the child will not be attending. Should a parent call off their child and decide later they want to bring the child in, the parent must first speak to the Administrator for approval. This action is taken due to the need to maintain adequate ratio standards at all times and for the health and safety factors.

### **ARRIVAL & DEPARTURE**

Upon arrival, children are to be taken directly to their classroom by the person that is bringing the child into the center. The person is asked to wait until the teacher has acknowledged your arrival/departure. All children will be documented on the weekly sign-in and sign out sheets.

**All County-subsidized children must be checked in/out at the TAP tablets every day they attend. Failure to do so will result in termination of benefits and you will be responsible for services that do not get reimbursed by ODJFS.**

**At no time shall a child enter or leave the building alone; nor shall the child be left unattended. Parents assume responsibility for their child at the time they enter the room to pick up the child. Under no circumstances may a child be in the halls unaccompanied by an adult. Never leave children unattended.**

### **PARKING**

Please use caution when driving up to the center. Do not park directly in front of the door, as this is very dangerous. Please reserve the handicapped spaces for individuals who require them. Under no circumstances may a car be left in the parking lot unattended with the motor running.

When pulling up to the front of the building, please maintain a safe distance from the building and enter the parking area at a reduced speed.

Please keep in mind that children with special needs and school age children may be picked up and dropped off by buses throughout the day. Absolutely, no vehicle movement should occur when the bus is in front of the driveway.

### **DAY CARE VEHICLE TRANSPORTATION**

Young Services, Inc., may provide transportation for your child to and/or from your home to the center or from the center to your child's school if it is local to the day care whether by center vehicle as long as the driver has a current Abstract on file. Educare Academy offers transportation services on an as needed temporary basis when there is a hardship on the family due to lack of transportation. In order for us to be able to provide these services to families as needed, we ask that you notify the Center Director when the hardship issue is cleared up and the transportation services provided by Educare Academy will cease. Transportation agreements will be reviewed monthly to determine if the need still exists. Proper safety restraints will be available in all vehicles. If your child will not need to be picked up, you must notify the center prior to the time that the child is to be picked up. If you fail to notify the center, violations will be issued, and transportation may no longer be available for your child. Please refer to the "Disaster/Inclement Weather Policy" for further instruction.

## **ALTERNATE PROGRAM TRANSPORTATION**

If a child is to be arriving from an alternate program where Young Services, Inc., is not providing transportation and the child is absent, it is required that the parent/guardian notify the Administrator within a ½ hour of the arrival time for the child. In such case that the child has not arrived within a ½ hour of normal arrival time, the Administrator will attempt to contact the parent/guardian or the alternate program to ensure that the child is accounted for. The written permission form for your child will be given to you at the time in which you receive your enrollment package. Failure to submit a completed and signed release form will result in your child not being released to attend any outside programs.

## **ALTERNATE PROGRAM DELAYS/CLOSINGS**

Parents/Guardians are required to call ahead if their child's school or alternate program will be delayed or cancelled to ensure that proper coverage will be available. We will call from the substitute list to cover overages in classrooms as soon as the need is discovered, and Administrators will be available to ensure coverage of ratios.

## **ROUTINE TRIPS**

On occasion, our Centers take walking trips, they may go around the block, to the library or to a local park. A permission slip must be signed by the parent/guardian before any child can be included in the walk. This is located in the office, please see the administrator. Non-mobile children may be walked in the Bye-Bye Buggy. Older, mobile children will be escorted by staff members in front of and behind the group of children.

## **FIELD TRIPS**

On occasion, our Centers will have pre-arranged field trips. Teachers may be asked to help transport the children whenever possible. All children will be required to ride in child restraints in accordance with Ohio Law. A First-Aid kit and staff member trained in First-Aid, CPR and Communicable Disease will accompany each field trip. A permission slip must be signed by the parent/guardian before any child can be included in the trip. All children will wear an item with the Center name, address and phone number. The Lead Teacher on the trip will take emergency transportation authorization forms and health record for each child. Once at the destination, the staff member(s) will not leave children unsupervised at any time. Each staff member will have a checklist of children under their supervision during the outing which will be used upon arrival, throughout the trip and at departure to ensure that all children are present at all times. There will also be a checklist left with the driver to do a second attendance check while on the vehicle to ensure that all children are present and have been accounted for. A walk-through of the vehicle will be conducted each time children depart the vehicle to ensure that no child was left on the vehicle. Child/staff ratio is to be maintained at all times in accordance with Ohio Law.

## **CENTER CLOSING**

The center is open year-round excluding designated holidays and weekends. Educare Academy may also choose to close the center during periods of severe weather conditions—snowstorm, freezing rain, tornados, or any unforeseeable event that may place the children and employees at risk.

## **INCLEMENT WEATHER**

Our Center's will close due to inclement weather only in the event of a Level III emergency issued by the city. If the Level III is in effect before 6:00 a.m., the Centers affected will be closed for the day. In the event that a level III is issued during the day, the affected center will remain open for normal business hours, however the center will not accept additional children during the level III. If you are able to pick up your children early during a level III, we ask that you do so to allow our staff to leave early for their homes safely. Transportation services will not be available during a level III. During a Level II or school delay, contact your Center for transportation availability.

## **CLOTHING & PERSONAL BELONGINGS**

Parents are requested to dress their child in appropriate clothing to meet the weather conditions and the day's activities. Shoes should be appropriate for outdoor play. Each child should have at least two complete changes of labeled clothing which can be maintained in the child's cubicle. Any soiled clothing must be taken home daily and should be replaced with a fresh set. Daily hygienic skills are practiced throughout the program. If your child has any particular habits you would like us to be aware of, please inform your child's teacher.

Children may not bring money or valuables to the center. If your child has a transitional (security) object that he/she is strongly attached to, please let the teacher know before bringing the item to the center.

All items must be labeled. This includes clothing, car seats, security blankets, etc.

- The center will not assume responsibility for lost articles. Check with the office for lost articles.
- Parents should be very careful when removing items from the center. Make sure all items removed belong to your child.
- Blankets, pillows, stuffed toys, etc. must be taken home washed at least once weekly and more frequently during cold and flu season.

**Do not leave/store medications in your child's diaper bags, lunch bags, backpacks, or any other personal belongings.** Bags will be checked for medications and hazards. It is a licensing requirement that hazardous materials, medications and products are kept out of reach of children. Any hazards, medications or products will be removed and given to the office. If the removed items are not taken home that day, they must be discarded.

## **CHILD CELL PHONE AND ELECTRONICS**

Cell phones and other electronic devices, including but not limited to cell phones, iPods, USB drives, and digital cameras, are NOT to be brought to Educare Child Development Centers or other school sponsored events. The only exception to this policy is electronic devices required by a teacher for project or on-site classroom iPads. If it is the parents' choice to send a cell phone with their child, the cell phone must be turned off, and remain put away in the Childs' personal belongings. As with schools locally and nationwide, we are implementing this policy to avoid potential disruption of the school day. Our center office and staff will remain the essential communication link for families and their children.

### **A violation of this policy will result in the following consequences:**

#### First Violation:

Child is given a verbal warning and instructed to put the device away.

#### Second Violation

Child is given a verbal warning and instructed to put the device away. A reminder of this policy is provided to the parent. Notice of third violation resulting in a suspension is given to the parent in case of an additional infraction.

Third Violation:

Child is given a verbal warning and instructed to put the device away. The child will be suspended for one (1) day and each sequential day for every infraction following this third warning.

If a child is found to have inappropriate material showing on their phone at time of discovery, that child will be immediately suspended for a period of three (3) days. A conference with the Administrator and the Parent/Guardian must take place before the child will be permitted to return to the center.

## **DIAPER POLICIES**

Diaper changes are more than just routines; these times provide opportunities for positive interactions between children and their caregivers. Diaper changes are a great way to engage in face to face interactions. Singing or talking to the child while changing their diaper is an opportunity to work one on one with language and listening skills. Diaper changes can also be used as an occasion to work on transitions such as from lying down to sitting up. Instead of picking the child up from their back after their change, gently rolling the child to their side and then place one hand on their shoulder (that's facing the changing table) and your other hand on his opposite hip (the hip that's facing upwards), and encourage the child to push with their arm to lift them into a sitting position after each diaper change. Each time you change the child have them roll to a different side, so that they are practicing rotating into a sitting position with your support on both sides of their body. Eventually he will be able to do this on their own!

Diaper checks/changes occur on a routine basis every two hours or according to the child's need. Should a child be found to have a soiled diaper, the child will have a diaper change immediately. Daily reports are used to communicate time and consistency of diaper changes.

Diaper cream/ointment is treated like a medication. A Request for Administration of Medication form must be completed and signed by the parent before any diaper cream/ointment may be used. Please stop by the office to fill out the form with the Administrator. The diaper cream/ointment must be supplied in its original container and clearly labeled with the child's name.

# FOOD

## NUTRITION/MEAL PLANNING

Eating habits are formed early on and influence lifelong eating patterns. Our goal is to make sure every child receives a balanced diet and to meet his/her nutritional needs. All nutritional needs are integrated in meal planning and preparation. Our Center's provide well-balanced, **nutritious meals** along with morning (Infants) and afternoon snack. We assure that each child is provided with one-third the daily requirements of the four basic food groups; 1) meat and protein; 2) fruit and vegetables; 3) milk; and 4) grains. Two foods from the fruit & vegetable group will be used for each lunch and dinner. Lunches and dinners are provided by a licensed caterer and served by our staff. All snacks are prepared in the center under sanitary conditions with the growth and developmental needs of the child in mind and will include at least two food groups. A copy of the monthly menu, daily snacks and caterers license are posted on the Parent Information Board. Our Centers do not serve foods that may pose a choking hazard. Peanut butter is not served at any center and should not be brought into the center from home.

In accordance with Federal Law and U.S. Dept. of Agriculture policy, this institution is prohibited from discriminating against its customers, employee, and applicants for employment on the basis of race, color, national origin, age, sex or disability, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibit basis will apply to all programs and/or employment activities.). To file a complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaintfilingcust.html>, or any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**Special occasion snacks may be brought in with approval and served in addition to posted snack.**

**Parent provided meals and snacks should meet one-third of the child's recommended daily dietary allowance. A copy of this written nutritional information is on file at the center. Please do not pack anything that needs to be heated. Do not pack any foods that contain nut products (peanuts, tree nuts, etc.) or shellfish due to allergies.**

**If a modified diet is required**, it shall be approved in writing by a licensed physician. If an entire food group is eliminated, the center must have a Special Diet Form on file for the CACFP as well as obtain written instructions from a physician on the prescribed form provided by the Ohio Department of Job and Family Services. When special diets are required for cultural or religious reasons, the center shall obtain written, dated and signed instructions from the child's parent or guardian unless the special diet is part of a center program. A Milk Substitution Form must be completed for any milk substitution requested besides lactose-free milk. Lactose-free milk can be offered after we received your written instructions.

To ensure the safe storage of food, formula and breast milk shall be as follows:

- Open containers will be covered, dated and refrigerated according to the manual instructions.
- Prepared formula and food are labeled with the child's name and date prepared (discarded daily).
- Breast milk must be marked with the child's name, date it was expressed, and date brought into the center.



Infants are fed “on demand.” The on-site location for Mothers to breastfeed and/or pump breast milk is located in the infant room. A rocking chair or chair and adequate space will be made available.

## **DISCIPLINE**

### **DISCIPLINE OF CHILDREN & GUIDANCE AND MANAGEMENT POLICY (5101:2-12-19)**

Educare Academy seeks to foster a strong self-esteem and sense of security. Therefore, no physical or demeaning forms of punishment will be permitted. Children exhibiting unacceptable behavior will receive guidance through positive-reinforcement techniques.

A staff member in charge of a child or a group of children shall be responsible for their guidance and management. Measurement must be developmentally appropriate, explained to the child, shall take place immediately and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

Difficult behavior will be addressed with the parent in a conference or through a written form referred to as a Misconduct Report. If these attempts should fail and if the center is unable to keep the child from exhibiting unacceptable behavior, Educare Academy reserves the right to refuse the child’s presence until such behavior ceases. Parents are encouraged to make us aware of any stressful events or situations a child may be experiencing that could contribute to unacceptable behaviors, and any therapeutic techniques utilized successfully at home.

The following methods of discipline are strictly forbidden within the center. There shall be no:

- Abuse, endanger or neglect of children, including shaking a baby.
- Utilizing of cruel, harsh, unusual or extreme techniques.
- Utilizing of any form of corporal punishment.
- Delegating children to manage or discipline other children.
- Physical restraints on a child.
- Restraining a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain self-control. (This technique is approved through State Licensing)
- Children placed in a locked room or confine children in any enclosed area.
- Confining children to equipment such as cribs or highchairs.
- Child humiliated, threatened or frightened.
- Children subjected to profane language or verbal abuse.
- Derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, races, religion, or beliefs.
- Punishment of children for failure to eat or sleep or for toileting accidents.
- Withholding any food (including snacks and treats), beverages or water, rest or toilet use.
- Punishment of an entire group of children due to the unacceptable behavior of one or a few.
- Isolating and restricting children from any or all activities for an extended period of time.

Should the Administrator or an employee suspect that a child has been abused or neglected, he/she is required to notify the public children’s services agency. We do keep in mind that bumps and bruises often occur as a result of just being a child; however, please let us know of any unusual injuries and/or accidents that occur at home.

We understand and acknowledge that each family has preferred discipline methods. Educare Academy does not initiate any form of physical discipline for any reason. Please do not request this action from us. Should a parent wish to utilize a form of discipline not used by this center, we ask that you do so at home, not on the premises.

# **SAFETY**

## **SUPERVISION**

Supervision of children is the function of actively observing and guiding a child or group of children. Supervision means child care staff members have knowledge of children's needs, accountability for their care, and knowledge of which children they are responsible for at all times. No child shall ever be left alone or unsupervised. Children shall be within sight and hearing of childcare staff members at all times, without the use of electronic equipment. School-age children may run errands inside the building, use the restroom, or engage in a short-term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision and they are checked on every five minutes up to third grade age or ten minutes for fourth grade and above.

## **INCIDENT/INJURY REPORT**

Any event involving an injury to a child, visitor, and/or employee will require completion of an Incident/Injury Report. This documentation is to be completed by a direct observer, reviewed by the Administrator, and signed by the Administrator and the parent before the child leaves for the day. A copy of this report will be given to the parent and the original maintained as part of the child's file. An Incident Injury Report will be completed when an accident or injury occurs. The center will complete an Incident/Injury Report when:

- Illness which requires First Aid treatment
- An accident which requires First Aid treatment
- Injury which requires First Aid treatment
- Bump or blow to the head
- Emergency transporting
- Unusual or unexpected event which jeopardizes the safety of children or staff

## **OUTSIDE PLAY**

Mobile infants, toddlers, pre-school and school-age children in attendance for four or more consecutive daylight hours are required to time outside for play activities, weather permitting. In the case of temperatures or wind chill factor below 25F or temperatures above 90F, or rain, sleet, or excessive humidity, fog, pollen count or snow, the children will not be permitted to go outside. On days when the temperatures are near the above listed, the children may go outside for a short walk. If outside play is not possible, inside Large Gross Motor activities will be implemented. Each classroom has certain times set aside for outdoor play.

## **SWIMMING AND WATER SAFETY**

Our Center's do not have a swimming facility or go on field trips to a swimming facility. Wading pools are also not used. Written permission must be on file at the center before a child participates in activities near, in or on water eighteen inches or more in depth. The written permission must include the child's name and date of birth. Statement indicating whether the child is a non-swimmer or capable of swimming. Location of the water activities or swimming site by water of eighteen or more inches in depth. A statement of whether or not the center is providing additional adults or child care staff members above the licensing ratio requirements for this activity. A signature and date from the parent indicating permission for the activity.

## **MEDICAL/DENTAL/GENERAL EMERGENCY**

A written plan for medical, dental and general emergencies is posted by each telephone and in each classroom at the Center. We require every child to have on file, a signed Emergency Authorization Form provided by the parent or guardian beginning with the very first day at the Center. In the event of a medical or dental emergency, we would administer First-Aid and then notify the parent. If necessary, we will transport the child using the child restraints required by State Law for further medical attention. In the event of a life-threatening situation, EMS will be called.

In the event of a general emergency (such as loss of power/water), we will notify parents if the center remains without power/water for over one hour. Parents of infants will be the first to be notified, due to the center's inability to heat bottles. Parents are expected to pick up their children within an hour once this notification has taken place. If you cannot be reached, your first emergency contact person will be called to pick up your child.

## **STORM AND TORNADO ALERT PROCEDURE**

A procedure will be initiated in case of a tornado watch or warning. If a tornado watch is issued, the center will continuously monitor weather conditions until an all-clear is given. If the watch proceeds to a warning, Staff will instruct the children to line up against the East wall of the classroom, sitting on the floor with heads between their knees. The staff and children will remain there until the all-clear is given. Severe weather drills are conducted on a monthly basis during severe weather months and results are kept on file in the main office.

## **FIRE ALERT PROCEDURE**

When the fire alarm is given, staff are to direct children to the fire exit route as posted in their classroom. The teacher will take attendance form and children to the designated safe area. Teacher will take attendance and account for all present children until an all-clear signal is given.

- Emergency phone numbers and a diagram showing escape routes for a fire or weather emergency are posted in each classroom.
- The building is equipped with a full alarm system, fire extinguishers, and visible fire escape routes are posted throughout the building.
- Fire drills are held monthly—dates and times vary. A report of monthly fire drills and results are kept on file in the main office.
- The center maintains a smoke-free environment.
- No spray aerosols shall be used when children are present in the area.
- A yearly fire inspection report is completed by a Fire Department representative.

## **DISASTER**

The Center's will run as close to "business as usual" as possible in the case of a Code Red emergency. We expect to maintain normal business hours at all centers. The only exception to this policy would be if a mishap were to take place or is to be expected in our immediate area. In that highly unlikely instance, our Centers will not open. In the event that we are already open, parents would be contacted to pick up their children as soon as possible. In any circumstance, the safety of your children will be our first concern. A copy of the Center's disaster plan is available at all times in the main office. Lock-down drills are conducted quarterly, and records are kept on file in the main office. We will make every effort to keep parents informed of any change in the evacuation process.

## **IN THE EVENT OF DISASTER (PICK UP LOCATIONS)**

The following are the listings of each center alternate locations where the children can be picked up in case of having to evacuate the center due to an internal disaster:

Educare Academy I: Locke Library, 703 Miami St., 419-259-5310

Educare Academy II: Cardinal Stritch High School, 3225 Pickle Rd., 419-693-0465

Educare Academy III: Rossford Public Library 720 Dixie Hwy., 419-666-0924

Educare Academy IV: Locke Library, 703 Miami St., 419-259-5310

Educare Academy V: Lagrange/Central Library, 3015 Lagrange St., 419-259-5280

Educare Academy VI: The Main Library, 325 Michigan St., 419-259-5202

Educare Academy VII & VIII: Larchmont Elementary School, 1515 Slater St., 419-671-3650

Educare Academy IX: Longfellow Elementary School, 1955 W. Laskey Rd., 419-671-3800

Educare Academy X: Home Store 2244 S. Reynolds Rd., 567-742-5000

Educare Academy XI: Northwood Middle School, Northwood, OH, 419-691-4621

Educare Academy XII: Salvation Army, 1856 Sylvania Ave., Toledo, OH 419-474-0374

In the case of a citywide disaster, the parent will be notified to pick up immediately.

In either event, the center will be closed as soon as all persons have evacuated.

## HEALTH ISSUES

### MEDICAL EMERGENCY (LIFE-THREATENING)

Upon enrollment, the parent must complete all medical forms—including an Emergency Transportation Form. The center will make all efforts to reach the family before the child is transported. If the family cannot be reached at this time, the Administrator or designee will accompany the child to the designated area for treatment. The center will continue trying to reach the parent or person listed to be called in an emergency. In the event of a life-threatening medical situation, a trained staff member(s) will proceed to the location and begin medical interventions until the emergency squad arrives. The emergency number will be called for medical help. Police and fire emergency numbers are posted by all telephone areas.

There are two or more First-Aid kits at each Center. At least one kit is available per 75 children and one on each level of the center. The others are used on field trips, on company vehicles and in classrooms. At least one child care staff member is trained in the Heimlich maneuver, first aid, and CPR. First aid will be continued until the emergency squad arrives. The child will then be transported to the closest hospital for medical treatment.

All medical forms will be sent with the child to the hospital.

*Note: If a parent refuses to sign the Emergency Transportation Form, the center will not enroll the child (unless the parent is employed by Young Services, Inc.), as this can create a safety issue for the child and other children at the center.*

### ACCIDENT/INJURY/ILLNESS (NON-LIFE THREATENING)

First aid will be utilized as needed. The parent should make the decision as to whether or not he/she chooses to have the child seen by the family's physician.

There are two or more First-Aid kits at each Center. At least one kit is available per 75 children and one on each level of the center. A staff member who has been trained in first aid will administer first aid as needed. An Incident/Injury Report will be completed for all accidents and injuries. A copy of the report, reviewed and signed by the parent, will be given to the parent and the original will be placed in the center's files.

### DENTAL EMERGENCY

Should a child require emergency dental care, the parent will be notified immediately. In the event that the parent cannot be reached, the alternate-care provider will be contacted. All first aid measures will be taken until the parent arrives. If the situation in any way becomes life-threatening, emergency procedures will be taken. A dental first aid plan is located in each classroom.

### MANAGEMENT OF ILLNESSES

The following precautions shall be taken for children suspected of having a communicable disease:

- The Center shall immediately notify the parent/guardian of the condition of the child when he/she has been observed with signs or symptoms of illness.
- A child with any of the following sign or symptoms of illness shall be immediately isolated and discharged to his/her parent.
- If your child was sent home with one or more of the following symptoms, they will not be permitted to reenter our facility for one complete business day. They will also not be permitted to return to our facility

until they are symptom free or have a note from their doctor stating they are free and clear of a communicable disease.

- Temperature of at least 101 degrees F (100 degrees F if taken axillary)
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools while at the center)
- 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) eye discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patch(es), unusual spots or rashes. ○ Evidence of untreated lice, scabies or other parasitic infestations. ○ Stiff neck with elevated temperature.
- Unusually dark urine and/or gray or white stool. ○ Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

All children become ill from time to time, however, parents are expected to assist the center in minimizing exposure to the other children by not bringing an ill child to the center. By masking the fever (bringing your child to the center with a dose of fever medication) you not only risk subjecting your child to an uncomfortable day, but you may spread infection to a room full of children, their working parents, and our staff.

The Center will follow the Ohio Department of Health "Child Day Care Communicable Disease Chart" instructions for appropriate management of suspected illnesses. The ODJFS chart is posted by the Parent Information Board and/or on the kitchen door.

When caring for sick children, the Center shall:

- Isolate away from other children, but within sight or hearing at all times
- Provide with a cot or mat or the sick infant with a crib, and made comfortable
- Notify the child's parent(s) immediately if the child's condition worsens.
- Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code.
- Sanitize the thermometer after each use.
- The child will be discharged to parent/guardian. The blanket and pillow will be sent home for disinfecting.

If a communicable disease is diagnosed and an outbreak of the disease occurs, the Center will notify the parents of all children at the Center by posting a note on the Parent Information Board and verbally communicating to the parent the information necessary.

The re-admission of the child will be accepted after 1 complete business day, once an antibiotic has been started, the parent provides a written release from the family physician and the Administrator has examined the child in the presence of the parent.

A "mildly ill child" may be cared for within the child's group. The child shall be observed carefully for signs and symptoms of worsening condition. A "mildly ill child" is one who is experiencing minor cold symptoms or does not feel well enough to participate in activities but does not exhibit any of the symptoms listed in section two above.

The Center's policy regarding the management of communicable diseases among the Center's employees is the same as for the children. The ill employee will be sent home and a qualified substitute would be called to replace.

At least one staff member who has been trained by the American Red Cross or American Heart Association in management of Communicable Diseases will be available at the Center during open hours. Hand washing techniques: disinfect procedures and general Child Care In-service has been taught to all staff members. The Administrator and/or qualified instructor on hand washing and disinfecting techniques as well as all of Center policies will instruct all future staff members.

## **MEDICATION ADMINISTRATION**

Medications are not to be taken into the classrooms. Medications must be given to the administrator, administrative assistant or designee. A request for Administration of Medication for Child Care form must be completed in the office before leaving any medications, including diaper cream, sunscreen, etc.

**Do not leave/store medications in your child's diaper bags, lunch bags, backpacks, or any other personal belongings.** Bags will be checked for medications and hazards. It is a licensing requirement that hazardous materials, medications and products are kept out of reach of children. Any hazards, medications or products will be removed and given to the office. If the removed items are not taken home that day, they must be discarded.

Please do not mix or place medications in your infant's bottles. This is an unsafe practice as well as possibly leading to future distaste for the fluid you use to dilute the medication.

Employees will not administer medications other than diaper creams or topical lotions. Administrators or designee may administer medications that have been approved by the Licensing Compliance Specialist.

A Request for Administration of Medication for Child Care form must be completed and signed by the parent and/or physician. The parent must include date, name of medication and specific instructions as is stated on prescription label or over-the counter label. **No medication will be given without this completed form.** Prescriptions must be in the original container and include the prescription label from the pharmacy. Forms are available in the office ONLY. If your child is in need of other medications, it will be the parent/guardian's responsibility to come to the center to administer it themselves or have someone come in for them. Epi-pens will only be administered in an emergency situation. Proper paperwork must be on file.

The center will not administer any medication, food supplement, medical food, or topical product until after the child has received the **first dose or application** at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions.

## **CARE OF CHILDREN WITHOUT IMMUNIZATIONS**

No later than 30 days after enrollment and every 13 months thereafter, while enrolled in the Center, the child's parent/guardian must provide to the center a medical statement including that the child has been, or is in the process of being, immunized against the following diseases (per Appendix A to Rule 5101:2-12-15): chicken pox, diphtheria, haemophilus influenza type B, hepatitis A, hepatitis B, influenza (if seasonal vaccine is available), measles, mumps, pertussis, pneumococcal disease, poliomyelitis, rotavirus, rubella and tetanus.

A child is not required to be immunized against a disease specified above if any of the following apply:

- Immunization against the disease is medically contraindicated for the child
- The child's parent/guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions
- Immunization against the disease is not medically appropriate for the child's age

## **MISCELLANEOUS**

### **PARENT REFERRAL BONUS**

Parents that refer another family that enrolls are eligible for an incentive bonus. Please consult your Administrator for further details.