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Parent Handbook 2023

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Record of Revisions

REVISION NUMBER	REVISION DATE	PAGE(S)/SECTION(S) AFFECTED	REVISION DESCRIPTION
INITIAL RELEASE	01/06/23	ALL	ORIGINAL RELEASE
A	01/06/23	ALL	All pages are affected.
B	02/03/23	ALL	
C			
D			
E			
F			
G			
H			

List of Effective Pages

INSERT LATEST CHANGED PAGES - DESTROY SUPERSEDED PAGE

NOTE: A vertical line (|) in the outer margin of the page indicates that a portion(s) of the text has been affected by a change. Changes to illustrations are indicated by miniature pointing hands (☞). A new revision is a complete reissue of the document.

Page

Revision

No.

No

Definitions & Acronyms

The following definitions apply to all related information in the manual.

TERM	DESCRIPTION
TERMINATE	To end, conclude or cease services and contracts
FEVER	An abnormal condition of the body, characterized by undue rise in temperature and disturbance of various body functions.
PINK EYE	An acute, very contagious form of conjunctivitis caused by the hemophilic bacterium <i>Hemophilus Aegyptius</i> and characterized by inflammation of the eyelids and eyeballs.
FLU	An acute febrile highly contagious viral disease (Influenza).
CURRICULUM	All the courses of study offered by an educational institution.
INFANT	A child who is 6 weeks to 11 months old. A non-mobile or mobile child, but not walking.
TODDLER	A child who is 11 months to 23 months. A child that is learning to walk.
PRESCHOOLER	A child who is 3 years to 5 years of age and/ or who is not enrolled in a Public or Private School System.
Special Needs	A child who requires intensive supervision related to special food requirements beyond the normal menu, medical needs, behavior concerns such as ADD, biting or developmental delays that distract the normal run of a classroom.

The following acronyms apply to all related information in the manual:

YWCCC – Yes, We Can! Childcare Center

EMT – Emergency Medical Technician

ID – Identification

SECTION 1: CENTER BELIEFS

A. INTRODUCTION

The purpose of this handbook for families is to thoroughly explain the policies and procedures that are required of enrolled families. The policies and procedures that are set forth in this handbook serve the purpose of making a family friendly environment for both parents and children. YesWeCan Daycare strives to build good parent and center relationships, to ensure the development of every child in our Center.

B. MISSION STATEMENT

The mission of Yes, We Can! Childcare Center – is to provide a safe, stimulating, and caring environment for children ages 6 weeks to 11 years. Our focus is to provide an encouraging educational experience, promoting social, emotional, physical, and cognitive development. Committed to the families we serve, we strive to give parents complete peace of mind, while being seen as a shining example of what a quality childcare center should be.

The ultimate vision we have for our facility is threefold and rooted in remembering the past, being in the present and, the hope for the future. For the present, our goal is for parents to feel good about their childcare choice, and that your children are safe, engaged, educated, and smiling. And for the future, we want these children to warmly look back at their experience with us and see it as a cherished part of their childhood. We believe children can thrive in an environment where they are free to be creative, adventurous, and

Our goal is to instill in our young children the “I can” attitude. When a child leaves this center and goes off to the next stage of their lives, we want them to leave with the “I can” attitude. I can do anything I set my mind to.

C. PHILOSOPHY

Yes, We Can! Childcare Center’s philosophy is rooted in rich traditions, deep family values, a passion for learning, growing, and at the heart of it all Faith in God . Fanta, the owner, was raised to always believe she can do whatever she desires by the Grace of God. With God all things are possible, and opening Yes, We Can! Childcare Center, has been one of her biggest dreams. Now that she is here, she wants to continue in keeping God, who helped her get here, involved in her business, in every way possible. We truly believe that it takes a village to raise children, and we couldn’t be more thankful to be a part of your village!

We want to be a part of your lives by helping to give the utmost and best care while you are doing your part in supporting your family outside your home. We will do this by loving, guiding, and protecting your child(ren) as if they were our own while you are away. This is the most rewarding and important job one could take on, and we know what an important and sometimes stressful decision it is to leave your babies in the care of another and we are so thankful that you chose us to fill that role! We want to make sure we do everything in a professional manner and do our job well.

SECTION 2: BUSINESS HOURS/OFFICE HOURS

A. BUSINESS HOURS

Yes, We Can! Childcare Center's hours are from 6:00am to 6:00 pm Monday – Friday. The center is closed on Saturday and Sunday's

B. OFFICE HOURS/PROCEDURES

Administrators Office hours are Monday- Fridays between the hours of 10am -4pm. Parents and staff who need to see the Director or Assistant Director, may contact Mrs. Fanta or Mrs. Anna directly by dialing (Mrs. Fanta) 513.739.4645 or (Mrs. Anna) 561.371.1844, however appointments with either of them must be scheduled at least 24 hours in advance to be courteous of everyone's time. Parents who need to set up an appointment and or, need to request forms, papers, or documents must do so at least 24 hours in advance.

SECTION 3: REQUIREMENTS FOR ENROLLMENT

Registration Fee:

Unless otherwise stated as a special or arrangements are made, there is a one-time non-refundable registration fee (\$50) This fee is due upon enrollment along with your child's First week's payment per child. All services are pre-paid and due every Friday for the following week.

Facility Tour:

You will receive a tour of the facility and the classroom that your child will be in. Here you will be explained how our classrooms are set up such as mailboxes, sign in and out sheets, cubbies, lesson plans etc...

The Center accepts children between the ages of six weeks and to school age up to 5th grade. All children are required to have the following documents upon enrollment:

- **CHILD ENROLLMENT AND HEALTH INFORMATION JFS 01234**
- **CHILD MEDICAL/PHYSICAL CARE PLAN FOR CHILD CARE JFS JFS 01236**
- **REQUEST FOR ADMINISTRATION OF MEDICATION FOR CHILD CARE JFS 01217**
- **INTAKE POLICY AND PROCEDURES**

All Documents MUST be completed and turned in within the first 30 days of enrollment! All children must have a Child's Medical Statement JFS 01217 along with updated immunization records on file at the Center and are required to be updated annually.

Subsidized Child Care Program

Subsidized families must present a subsidized Certificate upon enrollment to receive the assistance. If certificate is not presented at enrollment, parents can make full payment and we will reimburse parents once certificate is presented. Please be aware that Subsidized families are only allowed to be absent 5 days a month without any documentation to receive their subsidized assistance.

Care of children without immunizations, MUST have the following:

1. A statement from a physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child.
2. A statement from a physician, PA, APRN, or CNP that an immunization against the disease is not medically appropriate for the child's age
3. A statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

SECTION 3: REQUIREMENTS FOR ENROLLMENT CONTINUED

Special Needs:

Yes, We Can! Childcare provide children and parents with disabilities with an equal opportunity to participate in the childcare center's programs and services.

Teachers will work with the child's physician, therapist or other professionals to accommodate the child. The more information provided would better enable us to work with the child

Formal Screenings & Assessments:

We do not offer screening and assessment at this time but should you or your child's teacher feel that a formal screening or assessment is needed, we do have resources available to you and you can always address your concerns with your child's primary doctor.

Parent Handbook and Contract Agreement:

Parents are responsible for knowing all the rules and regulations. Going through the handbook allows parents to ask any questions about the rules and gives them the opportunity to understand them. When the Parent Handbook has been reviewed, parent(s) or legal guardian will be asked to sign a contract agreement.

Preparation before child's first day:

Before you leave your child the first day, it is wise for you and your child to make a visit with your child's teacher (Mornings or late afternoons are best between the hours of 7am-9am or 3pm-4pm). This way your child gets to see what happens in the daycare and gives him/her a chance to meet some of the other children and their teacher.

Even if your child is just an infant it is a good idea to visit because you get to see how we interact with the children. This visit is a good time to bring items you wish to leave (e.g.; diapers, extra clothes, a small pillow and blanket, etc.). Teachers are required to have a complete change of clothes for each child because should your child have an accident and need a change of clothes and does not have any you will be called to come and bring your child a change of clothes.

If you or your child is very uneasy about daycare, at least two visits are recommended. Your child will get to meet the other children and experience the noise and ambiance of the classroom environment and will have most of the toys available to him/her. During this time your child's teacher will be able to give your child undivided attention. The second visit could be during the busy daycare hours, when most children have arrived. We can also give you some ideas on what you can do to make the transition as easy as possible for you and for your child.

Human Rights

No child will be denied enrollment on the basis of his/her race or religion. We do retain the right to deny enrollment if all spots for a particular child's age group are filled and if a child suffers from a behavior issue that our teachers and staff are not trained for.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, office of civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250- 9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer."

SECTION 4: CHILDCARE PROGRAMS

UPON ENROLLING YOUR CHILD, YOU WILL NEED TO ENROLL THEM INTO A CHILD CARE PROGRAM.

At YWCCC, we have four programs. 1. Infants 2. Toddlers 3. Preschool/Pre-k and 4. School age Before and After care

CHANGE OF PROGRAM:

If for some reason, you need to change your child's program into something different, than what he/she was originally enrolled into, you must request to do so in writing, and this request must be approved by the Director. This request must be requested at least two weeks prior to the change. There is a \$35.00 fee if a two-week notice is not given, and your request is approved. Due to the fact, that we must abide by State staff to child ratios, there is not a guarantee that we will have availability for your change of program. If this is the case, you will be placed on our waiting list, and informed as soon as a spot becomes available. Please be advised, that altering your program that you are subject to the current rates, which could include a rate increase. There is a "Change of Program Request" form in our office that you will need to fill out.

SECTION 5: Subsidized Child Care Program

Subsidized is a childcare assistance program for parents who qualify.

Since all services are pre-paid, we cannot offer childcare services at subsidized assisted rate unless we have the following: (a) Agreement\Certificate Document (b) Information from Case Worker by documentation or verbally by phone.

Parents who have their children already enrolled with no Subsidized Assistance but would like to obtain assistance must have the assistance effective the following month. Parents will need to provide the center with a Subsidized Certificate (Which usually gets mailed to us) before you will receive a written late fee notice. Should you get a late fee notice, it will inform you of the days and minutes that you were late and how much the late fee is.

There is a late fee charge of \$10.00 including your regular weekly fee, If payments are received on Mondays. Any Payments received after Mondays there will be a \$30.00 late fee charge added to your weekly rate. This fee will need to be paid before your child can attend any more days. Childcare services are pre-paid, and your child cannot attend daycare until your bill has been paid in full.

Parents are allowed three late fee forms in a calendar year (Jan-Dec). After you have used all three child's enrollment will automatically be terminated. If for some reason due to negligence a parent's bill is not paid in full or satisfied within the agreement that turned over to a collection agency, and the person or persons who sign the contract agreement agrees to be liable for all costs of collection, including attorney's fees and court costs.

SECTION 6: TERMINATION OF DAYCARE

If for some reason you need to terminate services, we prefer a two-week written notice. Withdraw forms may be requested at the receptionist desk or can be found on our website. This allows us to fill the spot in a timely manner. If we can no longer continue enrollment for your child for one reason or another, we will at least give you a two weeks notice, but we would try to give you four weeks. However, in some instances, there are some reasons that will not allow us to give such a notice. In that case, enrollment will be terminated immediately.

Examples of why we would terminate your child's care include (but are not limited to):

Failure of Parent to pay

Failure to complete required forms, for example immunization forms not turned in

Lack of Parental cooperation

Behavior Problems

When terminating services, you are also terminating all contracts. If parents choose to re-enroll their child in the future, enrollment fees will apply along with any outstanding balances.

SECTION 7: PAYMENT PROCEDURES & LATE FEES

A: YWCCC PAYMENT PROCEDURES

YWCC accepts Cash, Credit/Debit Cards, Money Orders, and Vouchers. All services for childcare are pre-paid. Payments are due on Fridays for the following weeks tuition. Money order payments can be dropped off in our office, and credit card payments **MUST** be on a reoccurring transaction, which has to be set up in our office. If there is no one in the office, you may place your payment in the secured locked payment box located in the front office. Please be sure Money Orders are filled out correctly and signed, and that it is for the exact amount owed. Daycare fees are charged on a weekly basis. Each family is required to pay the weekly fee whenever the is held for him/her.

B: INCLEMENT WEATHER CLOSURE

If the facility closes down due to inclement weather, or some other disaster, there are NO REFUNDS.

Any other times the daycare may close that is on the yearly school calendar such as holidays, your regular weekly payment will be due. This is to ensure that the daycare runs as normal as possible when re-opening.

Holiday's YWCCC recognizes and will be closed for are as follows: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Day after Thanksgiving, Christmas Day.

Holiday's YWCCC recognizes and will close early for are as follows: The day before Thanksgiving (Close at 3pm), Christmas Eve (Close at 12:30), New Years Eve (Close at 3pm)

Please note that if the holiday falls on a non-work day Saturday or Sunday – the holiday will be observed on Monday. (If the holiday falls a Sunday) or Friday (if the holiday falls on Saturday). Per our contract if you choose to observe an extended holiday you are required to pay your tuition to insure enrollment.

Parents will receive a two-week written notice of any changes in the daycare's fees or policies. At the end of each calendar year, parents will receive an itemized statement showing each payment you made throughout the year upon request.

The daycare hours are from 6:00am to 6:00 pm. The center will close promptly at 6:00pm to ensure our staff have a work/life balance as well. Parents are allowed a 5-minute grace period after closing to come and pick their child(ren) up. At 6:06 pm, (unless we have been notified of an emergency) parents will then be charged a dollar a minute until they arrive to pick up their child. If parents have not arrived by 5:40 pm, we will then try and contact the parent or someone on the pick-up list to see and make sure if everything is ok. If we cannot reach you, someone from your list will be asked to pick up your child. All late fees must be paid in full before your child can attend daycare.

SECTION 8: VACATIONS

YWCCC offers one free week a year, for families who have had their child enrolled for one full year. This free week can be used During anytime of the year and must be used in five (5) consecutive Days. You must give at least a two week notice to receive the Full free week. There is a "Request for Vacation Week" form In our office, that families will need to fill out to redeem their Free Vacation week.

SECTION 9: ILLNESS

The daycare will not care for a child who is feverish. If a child has a fever of 101.1 and over, the child must not attend childcare and/or must be sent home. If the child has thrown up repeatedly or had diarrhea repeatedly (not related to teething) within the past 24-hours, please keep the child home. YWCCC strives to provide a healthy childcare center. To help maintain the health of the other children and staff, we will not accept children that are sick. If your child is not feeling well, It is more convenient for you to get your child well first before bringing them to the daycare, otherwise we will call you to come and pick up your child.

When caring for sick children, the center will:

Isolate the sick child away from other children in another room or portion of a room, but within sight and hearing at all times. Provide the sick child with a cot or mat or the sick infant with a crib and make comfortable. Notify the child's parent(s) immediately to arrange discharge and if the child's condition worsens during isolation. Sanitize the thermometer after each use.: 3) a child must be kept home if he/she develops any of the following symptoms of contagious disease until symptom free for 24 hours or the child's physician indicates a child can return to the center: A sick child must be picked up from the center with in two (2) hours of contact being made

- Temperature of at least one hundred- and one-degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four-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) eye 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 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

SECTION 10: BITING POLICY

Biting is a natural developmental stage that many children go through. Biting is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

*****Due to Confidentiality, the center is not allowed to disclose names of children who bite or have been bitten.*****

Reasons Biting Occurs:

Toddlers bite other toddlers as a mean to get something they want. As they are not able to communicate with words at this stage, unfortunately, this sometimes is their only form of communication with other toddlers. Some causes of biting could also be related to teething, being tired, or frustrated, experimenting with trying to get attention from teachers, or sometimes, there is no reason at all for biting. The good thing, is that as children begin to gain more verbal skills, most toddler will grow out of biting around age two.

Our Center's Policies and Procedures:

The following Steps will be taken, if biting occurs at our center:

For the Biter:

The biter will be safely and immediately removed from the victim. The teacher will go down to the biters eye level and will the biter will be told with a firm voice "We do not bite our friends! It hurts!" The biter will not be allowed to return to the play group, but will be redirected to a table by himself, with a toy, or book, or something that will satisfy the child, until the teacher has been able to deal with the child that was bitten. An incident report will be written up to give to the biter's parents. The parents will be verbally notified of the biting incident when they arrive to pick up their child and the incident report MUST be signed before leaving the center.

For the Bitten Child:

The child who was bit, will be separated from the biter, and consoled and comforted, to reassure the child, that everything is okay. The proper first aid will be administered. Soap and Water will be used to clean the wound. An accident/incident report will be written up to give to the child's parents. The parents will be verbally notified of the biting incident when they arrive to pick up their child and the accident/incident report MUST be signed before leaving the center.

PARENT RESOLUTION

We encourage suggestions, requests for assistance or concerns be brought to the administrator's attention without delay. In person is best, parents or employees may refer to the posted schedule of the administrator. This provides them with the administrator's hours and dates of availability (located near the front desk). The office is staffed from 10:00 a.m. to 4:00 p.m. Should immediate assistance be required, and the administrator is not available, the on-duty office personnel is available to assist. (Staff are assigned phone duties from 6:30 a.m. to 8:00 a.m., however there may not be a staff member assigned to the office at this time of day). Short conferences can occur at the parent's convenience. For lengthy discussions (more than a few minutes), it is recommended that arrangements be made in advance to allow the parent, teacher, and administrator time to schedule a meeting when it is convenient for all involved.

SECTION 10: BITING POLICY CONTINUED

Parent-Teacher Conferences:

We encourage parents to feel free to request a parent teacher conference with their child's teacher and directors, at any time they feel uncomfortable with the biting that is occurring. Whether their child is the biter, or their child is the victim.

After a child bites three consecutive times, the center will follow the following procedures.

A letter will be issued to all parents of the classroom to inform families that there is a biting concern in their child's classroom, and that the center's is in process of a plan of prevention. A meeting with the Director and Teacher will take place, to discuss a better plan of action to be proactive and preventive before the biting occurs, which will ensure that the biter does not have opportunity to bite. A mandatory Parent-Teacher Conference with child's parents of the biter will be requested. During this meeting, a plan will be discussed to encourage consistency between the center's environment and the home environment to prevent biting. If parents refuse to participate, the child will immediately be terminated by center. A follow up of all plans will be assessed within one month to ensure the plans have corrected the concern.

If biting continues, and it is deemed in the best interests of the child, center, and other children, termination of the child from the center will take place. If for some reason, the center is not receiving proper cooperation from the biter's parents, the child will automatically be terminated, to ensure the safety of the other children in care.

WATER/SWIMMING

During the summer months, our center will have water days on the playground, You must bring in your child ready for water day. That Includes: Already in swim wear (For preschool: bathing suit ,water shoes, towel, sunscreen applied before you arrive, & a change of clothes for after.) (For Infants/Toddlers: Swim wear with swim diaper, water shoes, towel, sunscreen already applied, & a change of clothes for after.)

SECTION 11: MEDICATION

Policy for Administering Medications/ Modified diets/ Medical Food

Modified diets will be administered only after the parent/ legal guardian and physician has completed ODJFS form 1217. Staff members who administer the medication will follow rule 5101:2-12-25 and the directions written on ODJFS form 1217. This form will be come part of the child's file. All other medication will be kept in the kitchen in a labeled lock box. School age is to carry and administer their own emergency medication.

Over the counter medication must be age appropriate and accompanied with a doctor's statement. The child's parent must administer any other medication and doses. Medication that requires refrigeration will be kept in the kitchen in a labeled lock box. Child's name and dosage instructions clearly written on them. Any known side effects need to be brought to my attention. No injections will be administered with the exception of an EPI – PENS.

Over the counter and topical medications are defined as follows.

- Topical ointments: sunscreens, bug repellent, diaper ointment and teething gel
- Non-prescription anti histamines/decongestants
- Acetaminophen's / ibuprofen / aspirin substitutes (Tylenol, Motrin)

YWCCC may discontinue administering any product if:

- The product expire
- The product can be administered before or after childcare hours
- The consent form is incomplete

SECTION 11: MEDICATION CONTINUED

If children with disabilities require the administration of medication or other typical health procedures, and it is a reasonable accommodation to administer, YWCCC Program will administer prescription medication when considered a reasonable accommodation necessary to accommodate a child with a disability. The medication must be signed in daily before it can be given to your child.

Medical Food.

if a child requires a medical food, that the program will obtain and follow the JFS 1236 Medical/Physical Care plan The form JFS 01236 "Medical/Physical Care Plan for Child Care, will be reviewed by the parent at least annually.

*****All medication must be under lock and key. *****

Please be sure that diaper bags do not contain medicine in them.

FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and will be taken periodically. Field trips are scheduled only for preschool classrooms or school-age summer care. A permission slip must be signed by the parent for any child participating in a field trip. Children will be counted upon arrival to/departure from the destination. Children will be required to dress in a certain color and remain with the group at all times

SECTION 12: INJURIES & OTHER EMERGENCIES

Minor cuts and abrasions suffered while at the center will receive proper care. Specifically; they will be washed with soap and warm water and properly bandaged. When picking up your child that day, you will receive an "accident report" telling you how and when the injury occurred and how it was treated. Any serious injuries that occur will result in contacting, EMT first and the parent(s) second. YWCCC is also required to record any injuries we observe on your child which has occurred outside the center. Fire drills will be practiced at random times of the day. The drills will be monthly from March through September. Tornado drills will occur twice a year. We will also conduct A.L.I.C.E. drills and Shelter in Place Drills. These lockdown procedures are evaluated for improvements after each drill to ensure schools are prepared to proactively handle the threat of an intruder or active shooter, all administrators and teachers have been trained in ALICE (Alert, Lockdown, Inform, Counter, Evacuate). Our Evacuation Point will be Fifth Third bank, the Courthouse, or our basement depending on the severity of the situation.

EMERGENCY TRANSPORTAION

For any reason parents refuse to grant consent for transportation to the source of emergency treatment, parents must provide additional emergency contacts in order to enroll the child. A child will be transported for emergency treatment by ambulance. the child's health and medical records form (JFS 01234) of the Administrative Code shall accompany with any child who is being transported for emergency assistance. The center administrator or a childcare staff will contact parents.

Follow up

when a child scheduled to arrive from another program such as (after school) YesWeCan Childcare staff member will be outside the bus stop picking up the child. For some reason if the child does not arrive, we will contact the guardian of the child to follow

SECTION 13: SIGN IN/OUT

Each day upon arriving, parents are required to clock their child in using our four digit pin pad system, or sign in sheet located at the front desk. You must choose a four digit pin number, and there can be two numbers assigned to each family. This is also to be followed when coming to pick your child up as well. This gives YWCCC written records of the child's attendance, hours, and who brought/picked up the child. To better serve you, please do not use cell phones while dropping off or picking up your child. All children must be at the center no later than 9 am. All doors and gates are locked at 9 am and children are not allowed to attend after these hours unless otherwise approved by the director. When picking your child up, please be sure to check your child's mailbox for news, artwork, important notes, etc. If for some reason any personal belongings (toys, blankets, glasses, watches, etc..) that your child brings to daycare get lost or broken, YWCCC is not responsible for the replacements of such items.

SECTION 14: RELEASING YOUR CHILD SECTION

Our normal procedure is to release the child to his/her parents or to someone who is on the pick-up list. If someone other than the parent is to pick up the child, or someone that is not on the pick-up list is to pick up the child, we must receive written notice first. Verbal notice is fine if you need to add someone to the list while you are at work and must present a picture I.D. the first time they pick up your child. In the event of divorce, separation, or any other situation that would involve one parent having sole custody of the minor child, intact legal papers stating such must be filed with the Director in order for the Center's staff to prevent a child's noncustodial parent from leaving the Center with the child.

SECTION 15: HOLIDAYS AND LATE PICKUP PROCEDURES

YWCCC is open year-round. Monday through Friday 6:00 a.m. to 6:00pm. All children should arrive no later than 9:00 a.m. if you wish for them to have breakfast at the center your child must be at the center no later than 8:30 am.

Our cut off time is 9:00am, after 9:00am drop off will only be permitted, should you let the center administrator know at least an hour a head of time.

YWCCC closes promptly at 6:00 p.m. Parents who arrive after that time will be assessed a fee starting at 6:05pm. The late fee is \$2.00 for the first five minutes and \$1.00 per minute for each additional minute. That fee will need to be paid, in cash, to the staff member who had to wait with your child(ren). The late fee is per child and must be paid upon the next drop off or your child will not be accepted.

The Center will prepare and deliver a statement showing the late pick-up fee that will serve as a written notice.

After three (3) such notices in any twelve (12) month period, the Administrator reserves the right to place the family on a probationary period of 3 months where pickup will be no later than 5:30 p.m. If the probationary guidelines are not met, YWCCC reserves the right to terminate childcare services.

SECTION 16: ABSENT

Sometimes things occur and your child may have to be absent. This could include sickness, family deaths, out of town, etc. In such case, we ask that you inform YWCCC that your child will be absent for the day before 9:00 am. If we are not notified that your child will be absent and your child shows up after 9:00, they will not be able to attend. We do have an absentee policy.

SECTION 16: ABSENTEE POLICY CONTINUED

If your child is absent from the daycare on a regular basis, and there is no valid reasoning as to why they are absent, this will start to affect the daycare as well as your child. In that case you will be given a withdrawal notice, which will state that the day that your child misses with no valid reason, will be your child's last day. This notice will inform you how many days your child has been absent and will also inform you of a possible withdrawal. This policy is to ensure that we have spots available for those that really need childcare. If a child is absent on a regular basis (even though the spot is paid for) that is a spot that someone on the waiting list could have who is in real need of childcare. YWCCC provides care that is dependable for parents that are dependable to help keep the daycare in business.

SECTION 17: YWCCC CURRICULUM

Please refer to the YWCCC Welcome Packet for details pertaining to the curriculum and your child's daily schedule.

SECTION 18: INFANTS AND TODDLERS

Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infant's bottles must be brought to daycare prepared and labeled daily. Due to state rules and regulations, we are not allowed to mix and prepare bottles. Mothers that breast feed are welcome to the center at any time and will be provided a place for feeding time. Daily infant/toddler report sheets are provided for parents upon request. Toddler and infant children will be changed every two hours or when soiled, unless specific instructions are given to the child's teacher.

Non mobile Infants are required to sleep in baby beds. We ask that parents understand that their child will not be allowed to sleep in car seats, swings, bouncy seats, etc. Please work with your infant at home in getting him/her use to sleeping in a baby bed. This makes your child's naps more enjoyable and comfortable. When your child becomes mobile, and we feel they are ready, they will then take their naps on comfortable mats that we provide. At this point you will be asked to provide a blanket and pillow for your child. These must be taken home on Fridays, washed and returned on Mondays. If for some reason you are uncomfortable with this policy, we ask that you provide your child's own baby bed, to sleep in. When the weather permits, we do take infants outside for no more than 30 minutes at a time. This helps build their immune system and can help eliminate illnesses. If for some reason you do not want your infant to go outside a doctor's excuse will need to be provided, and other arrangements will be made for your child.

SECTION 19: TOILET TEACHING

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home. We will follow through and encourage your child while at daycare. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here also) and can control his/her bladder and bowels for a few minutes beyond that announcement. When your child has reached this point, it is then ok to bring them to daycare with regular undergarments, but please be sure to bring pull-ups just in case. During toilet learning parents will need to supply:

***Three complete changes of clothes(socks included) *A container of baby wipes *Pull-ups and diapers for naptime**

Your child's dirty clothes will be placed in a bag and must be taken home that day. All clothes that are brought to the center must be clean and free of rips and tears. We also ask that during toilet learning, the child be dressed in "user friendly" clothing as much as possible. The best items are shorts and pants that have elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls if you can. Your child will want to help pull pants, etc. up and down, and clothing with too many "gadgets" makes it harder to get the child on the potty in time.

SECTION 20: PARENTAL INVOLVEMENT

“When do lasting childhood memories start? One of the great joys of parenthood is introducing your kid to the world and giving them a foundation of good childhood memories on which they can start building their life. A major way that parents try to build childhood memories is through adventures. Travel is easy enough when they’re infants (a baby is basically carry-on luggage that occasionally cries), but it gets trickier by the time they’re toddlers. Because hitting the road with a preschooler requires NASA-level strategic planning, many parents simply stay put, resigned to the fact that very young kids have childhood amnesia and won’t remember anyway. But building up a healthy reserve of future nostalgia with your kids is always a good investment.

You may have heard that children don’t form memories until about age 3, but that’s a bit of an oversimplification. According to a pair of leading experts in childhood memory, your 2-year-old may not recall their first spin on the teacups like you will (how could you forget that face?). But they will retain a different, more mysterious kind of memory — one that lasts a lifetime.

Kids Remember Things Differently Than Adults Do

Adults might think of memories in categorical terms, like “Remember that great restaurant we went to on our honeymoon?” or “Did I forget our anniversary?” But according to Nora Newcombe, Ph.D., a psychology professor at Temple University and co-director of the Infant & Child Laboratory, memory is more than a mental picture. “One of the big contributions of psychology and neuroscience over the past few decades is to unpack memories into different categories.”

The two categories, Newcombe explains, are explicit memory and implicit memory. Both are subdivisions of long-term memory and begin developing very early. Here’s how they differ:

Explicit Memory: *Requires conscious recall and is generally associated with a time and a place — the autobiographical version of memory you’re used to.*

Implicit Memory: *Not about specific events, but instead is more of an unconscious, emotional recollection.”*

Excerpt from an article on Fatherly.com Read the full article here:

<https://www.fatherly.com/health/when-do-memories-start-what-do-kids-remember>

The article above is worth the read and everything mentioned above, is the reason it is vital, that you, as your child’s first teacher, be as involved as possible in your child’s life and education. As we mentioned in our Mission Statement and Philosophy, it takes a village to raise kids and again, we are so thankful that you chose us to be a part of that village!

With that said, please know that we have an open-door policy, and anytime you or a family member would like to come by, please do so! If a family member such as a grandparent, aunt, or uncle would like to come by, please just give us a heads up by writing us a note or emailing us or your child’s teacher that they will be coming.

Please know that having you and your family involved will be a lasting memory for your child(ren). There will be opportunities for You to volunteer or chaperone, and it is encouraged that you do so!

Some ways you can be involved in your child’s classroom include; Volunteering as the Room Parent, Assisting the teacher with a craft or lesson, reading to the class, chaperoning field trips, helping to organize class events (Parties, Programs, etc.), eating lunch with your child(ren) and their classmates, and many more!

See your child’s teacher if you have any questions or would like to volunteer!

SECTION 21: DISCIPLINE POLICY

We try to stress two main patterns of behavior: respect for other people, and respect for property. As a result, we do not allow children to hit or shove other children or verbally abuse them. We also stress that they treat material possessions (the daycare's or theirs) with respect. Occasionally children do not behave in respectful ways. We first remind them of proper behavior. Then we will give the child a warning that if they can not make good choices, they will have to go to the "me" corner. If the behavior is repeated, the child is then asked to make a choice whether to make good choices or go to the "me corner." The amount of time a child sits in the "me corner" varies according to his age. Most experts agree that one minute per year of age is the most effective length of time, but this amount will never exceed five minutes, even if the child is more than five years old. When his "time out" is up, the child is then encouraged to make a better choice. Once the child has made the right choice, they are free to join the other children. Children are never punished for lapses in toilet training or for accidents (spilled milk, for example). In the case of an accident, teachers will have the child help them clean up to teach responsibility, not for punishment. Suspension and expulsion

Unfortunately, there are sometimes reasons we must ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

Ways in which we can help families facing severe behavior issues is by documenting the behavior each time an incident occurs. By documenting the behavior, this will give your child's doctor or behavior specialist a map in which to navigate and help your child(ren). This documentation will happen before you are asked to remove your child(ren) from YWCCC.

We will work with you and your child's doctors and specialists so that expulsion does not happen. However, if the issues persist, or your child(ren) become a danger to themselves or others (Staff and Students) then expulsion will be necessary to ensure the safety of everyone, including your child(ren).

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

Our staff is trained in Becky Bailey's Conscious Discipline and Crisis Prevention and Intervention and will use every resource available to them to deescalate the situation. Some ways in which that will occur is staff will try to redirect child from negative behavior by using breathing techniques, calm down techniques, mindfulness meditation, fidget toys, and taking walks to help a child calm down. Staff will reassess classroom environment, appropriate of activities, supervision. Staff will always use positive methods and language while disciplining children. Staff will praise appropriate behaviors. Staff will consistently apply consequences for rules. Child will be given verbal warnings. Child will be given time to regain control. The child's disruptive behavior will be documented and maintained in confidentiality. Parent/guardian will be notified verbally. Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion. The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school. The parent/guardian will be informed regarding the length of the expulsion policy. The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

SECTION 22: RELIGIOUS PRACTICES

YWCCC likes to respect everyone's religious beliefs; We understand that to have a successful childcare, we must strive to sow good seeds daily. Please at any time, feel free to inform us if you would not like your child to participate in holiday parties, activities, or events due to religious beliefs.

SECTION 23: MEALS AND SNACKS

YWCCC DOES NOT PROVIDE MEALS. Parents must pack children, breakfast, snack, lunch and drinks. See the YWCCC Welcome Packet for acceptable lunch choices located on the "Lunch Check" sheet.

Snacks will be served over any four-hour period between meals and will consists of foods from at least (two) of the following groups: meat, grain, dairy, and fruit/vegetable. Children who brought Breakfast will be served to your child once arrived at school Families will provide lunch and snacks. These snacks need to be brought in a large container labeled with the child's name. Special seating arrangements will be provided for those children with any food allergies. When packing your child's lunch, you must follow the same rules and regulations set forth by the state guidelines Rule 5101:2-12-22 Nutritional Requirements for Ohio that can be found on the ODJFS website. Safe storage will be provided for all food, including milk. Formula or breast milk must be labeled and dated in proper storage containers. For mothers who are breast feeding or need to pump, YWCCC will provide a safe space for you to do so.

Supplemental Food

If parent does not bring food, we suggest parents too either, buy food and bring it back to the center or leave additional non-perishable food items at the center and YWCCC staff will only hand it out in case of emergency to avoid child hunger, or parent's can provide money, and YWCCC staff will go buy food (this option will be a additional cost)

SECTION 24: NAPS

During nap time, we will provide a safe, warm, quiet place for your child to rest. Children who are mobile and older will be provided cots that they will rest on, and those who are not mobile will always be in a crib. Parents must provide pillows and blankets for naptime. All pillows and blankets must be small enough to fit into your child's cubby. These items will need to go home on Fridays to be washed and returned to the center on Mondays. Children who wake up before their rest will be guided in finding a quiet time activity to engage in that will not disturb any sleeping children. If for some reason you need to pick up your child during nap hours, please notify your child's teacher or the Administrator so that your child's teacher can be sure your child(ren) are ready when you arrive and to ensure other children are not disturbed. Please remember that unless your child has a doctor's appointment, our cut off time is 9:00 AM and we would respectfully prefer if you did not drop off during nap hours. Nap Hours are 12:00PM – 2:30PM.

SECTION 25: OUTDOOR/INDOOR PLAY

Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect the feet and are not slick-soled – tennis shoes are a good choice). See also the YWCCC Welcome Packet for more details on this! When the weather cooperates, we will spend time outdoors, ranging from a walk when it is cool to more time spent outside as the weather warms up. children will at least go outside fifteen minutes each day except for inclement weather, but the weather will have to be mild before children are taken outside. During spring and fall our outdoor play will probably range from 10 – 45 minutes, and in the summer, it may be two or more hours long (not all at once).

SECTION 26: INDOOR PLAY

Indoor play constitutes the majority of our play time (when the entire year is averaged). We provide a variety of age-appropriate toys and centers for your child to play with. If your child wishes to bring a toy to play with for the day, please make sure it has no little parts that could come off and cause a child to choke. All toys should be safe for children under three years of age. We will not be responsible for toys from home that get broken or lost at daycare. The responsibility remains with the child and the parents

SECTION 27: COMPLAINT POLICY

YWCCC values our parents. We want to consistently provide quality care to you. To do so, we have incorporated a complaint policy to ensure that any complaints you have regarding services that we provide, are written up. This is to document all problems, which will ensure that they will get solved properly, and in return will allow us to offer better services to our families. If you have a complaint you will need to fill out a complaint form which can be requested in our front office. Once you have filled out this form, you will need to return it back to our office. Your complaint will be reviewed and processed. This may take at least 2 days as we will be interviewing staff, and a corrective plan of action will be implemented to solve your issue. Once this has been completed, the Director will contact you, and ensure that you are satisfied with the corrective plan of action that was taken place. You may also be contacted at a later time as we may want to do a follow up to verify that your complaint has been solved.

SECTION 28: SUPERVISION OF CHILDREN AND STATE RATIOS

Site Directors, Assistant Directors/Education Coordinators and classroom Teachers are responsible for the supervision and whereabouts of the children assigned to their care at all times, which entails conducting regular and accurate name to face headcounts, including room and area sweeps, any time a child or group moves from one location to another, such as but not limited to: when a group is at an onsite or offsite playground, when a group is on a field trip or on a walk, to ensure children are not hiding or left behind.

Supervision Of School Age Children

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 if the following conditions are met:

- Children are within hearing distance of a childcare staff member, without the use of electronic equipment.
- The childcare staff member checks on the children who are in kindergarten through third grade at least every five minutes until they return to the group.
- The childcare staff member checks on the children in fourth grade or higher at least every ten minutes until they return to the group.
- The center has exclusive use of the childcare space being used by the children.

**SECTION 28:
SUPERVISION OF CHILDREN AND STATE RATIOS CONTINUED**

AGE OF CHILDREN	OHIO RATIO: CHILDCARE STAFF TO CHILD RATIO	Maximum Group Size
Young Infants (Less than 12month)	1:5 or 2:12	12
Older Infants (12 to 18 months)	1:6	12
Younger Toddlers (18-30 Months)	1:7	14
Older Toddlers (2.5-3 years)	1:8	16
Young Preschoolers (3-4years)	1:12	24
Older Preschoolers (4-5 years not enrolled in or eligible for Kindergarten)	1:14	28
Young Schoolagers (in Kindergarten but less than 11 years old)	1:18	36
Older Schoolagers (at least 11 years old but less than 15 years old)	1:20	40