

# PARENT HANDBOOK



## KB Child Development Center

1573 Guenther Rd.

Dayton, OH 45417

937.715.4007

[Childcare@Kbeducationalstaffingservices.org](mailto:Childcare@Kbeducationalstaffingservices.org)

**Hours of Operation: 7:00 a.m.-5:30 p.m.  
Monday through Friday**

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## Center Parent Information

We are licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

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

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

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

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

For more information about childcare licensing requirements as well as how to apply for child care assistance, Medicaid health screenings, and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

Welcome to our early learning center. This handbook contains information regarding the policies and procedures for our program. This handbook will answer many of the questions you may have. It is very important that you read this handbook and keep it handy.

# History of KB Child Development Center

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*Our story begins Summer 2022 on the border of Trotwood and Dayton, Ohio. We are unique in that we not only provide quality care for children, we also serve as a hands-on training facility for aspiring teachers. Our name is inspired by Kwanah Bronagh, who is a passionate and fierce leader in the Early Childhood Community.*

*It is our purpose and mission to ensure that all children regardless of sex, race, religion, or social economic status have access to quality early learning opportunities and that these services will be provided in a safe, secure, and healthy environment.*

## **Philosophy and Beliefs:**

- Believes that all children regardless of race, religion, or social-economic status deserve the right to safe and effective early childhood education programs and services.
- Believes that these services will be accessible at conception through birth and until kindergarten enrollment.
- Believes that this can only be achieved through collective agreement, collaboration, and the alignment and accountability of community-based programs and services.
- Believes that families should be able to rely on and benefit from professional services geared around social and emotional development.
- Committed to providing families in our community with the necessary resources to ensure that all children are enrolled in an early childhood education program or service.
- Committed to working together as one group to ensure that programs in our community are safe, effective, and impactful.
- Committed to working together as one group to monitor and evaluate the progress and success of collaborating programs and services.

## **We commit to:**

- Providing resources to families to foster a positive attitude towards engagement and enrolling youth in early childhood education programs and/or services.
- Provide equitable access to programs and/or services committed to providing quality impactful services.
- Provide professional development and technical assistance to member organizations, programs, and services.
- Provide resources to access medical, dental, and mental health services that are committed to providing a continuum of care from birth to adulthood.

Kwanah Bronaugh, Administrator  
Days and Hours of Operation: 7:00a- 5:30p M-F  
1573 Guenther Dayton Ohio, 45417

**Is licensed by the Ohio Department of Job & Family Services (License is posted near the front of the center in a location that is easily)**

The laws and rules are available on site and available upon request. The day care licensing records include compliance report forms and evaluation forms from the Health, Building, and Fire Departments. These reports are available upon request from the Department of Job & Family Services. The toll-free number is **1-877-302-2347**. Option #4, for any person to call a suspected violation by KB Child Development and Teacher Training Institute.

*The licensing capacity for each age category is:*

Total number of children **50**; of this, **22** children may be under **2 ½** years of age within the above license, staff child ratios shall be maintained in accordance with rules 5101:2-12-20 of the Administrative Code.

This center observes the following staff/child ratios and small group sizes maintained for each age group: Ages:

- Infants- Birth to 18 months **1:5 or 2:10**
- Toddlers-18 months up to 3 years old **1:7 or 2:14**
- Preschool-3 to 5 years old **1:10 or 2:20**
- School Age –5 up to 12 years old **1:18**

Maximum group sizes will not exceed double the above limits. Two adults will be on duty at all times when there are seven or more children. Services will be in operation from Monday through Friday with the exclusion of holidays.

*It is unlawful for us to discriminate in the enrollment of children on the basis of race, color, religion, sex handicap or natural origin.*

**WE ARE MANDATED REPORTERS OF SUSPECTED CHILD ABUSE. YOUR CHILD WILL ALWAYS COME FIRST. WE MAY CONSULT YOU ABOUT UNUSUAL BEHAVIOR CHANGES BEFORE TAKING FURTHER ACTION, BUT IF NECESSARY, I HAVE NO FURTHER OPTIONS.**

**Many of our requirements will need your cooperation, including submitting your child's records (child medical signed by the doctor, health information, and emergency transportation authorization) in a timely manner. Also, written permission from you is required for all field trips and routine trips.**

## Tuition/Fees and Payment Policies

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A one-week (five-day) vacation time is allowed with each year of enrollment after the first day. This vacation time must be taken in the year in which it is earned and cannot be carried over into any future period. It is the parent's responsibility to notify the main office in advance when exercising this option so that the account can be adjusted accordingly. Any additional time out will be considered absentee time. No credit is given for official Holidays.

Payments are to be made online payable to: *KB Child Development Center*

**REGISTRATION FEE:** Families that are enrolling their child(ren) are expected to pay a \$50 registration fee. Scholarships may be available to assist families, if needed.

**EARLY / LATE FEES:** It is expected that each family adheres to their child's pick up and drop off time. If your child repeatedly arrives earlier than expected or leaves later than his/her scheduled departure time, a fee of \$1.00 per minute will be assessed and will be payable no later than the next fee due date. Dropping off your child later or picking him/her up earlier than scheduled will not result in any adjustment to your fee rate. A late fee of \$50 will be charged if a child is not picked up by closing time.

**PROBATION PERIOD:** There will be a three-week probationary period in which it will be determined if the new child is adjusting to the environment. The provider has the right at any time to accept or reject a new child based on our professional observations.

<b>Rates</b>				
	<b>Infants</b>	<b>Toddler</b>	<b>Preschool</b>	<b>School Age</b>
<b>Full Time</b>	<b>\$325.00</b>	<b>\$275.00</b>	<b>\$250.00</b>	<b>\$200.00</b>
<b>Part Time</b>	<b>\$250.00</b>	<b>\$225.00</b>	<b>\$150.00</b>	<b>\$100.00</b>
<b>Hourly</b>	<b>\$25.00</b>	<b>\$20.00</b>	<b>\$15.00</b>	<b>\$10.00</b>

Full time=30-45 hours/week , Part time=12-29 hours/week , Hourly Rates=less than 12 hours/week

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**HOLIDAYS:** We will close to observe the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day

Early dismissal may occur on Good Friday, Christmas Eve and New Year's Eve\*. You will be notified in advance of any early dismissals. Full tuition is due for the weeks in which these fall, as the staff is given them as paid holidays. No credit will be given for these legal holidays.

\*Early dismissal will be dependent upon a need – for –service poll taken by the center through Procure.

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## **Screenings and Assessments**

We offer a comprehensive childcare and educational preschool program. It is designed to meet the needs of children between the ages of 2 months to school age. We conduct formal and informal self-assessments that address the quality of the environment and staff/child interactions that are developmentally appropriate to the age groups served. The lead teacher in each group identifies at least one area for improvement and creates an action plan which includes a goal and at least one action step based on the results of the annual classroom self-assessment.

We use Teaching Strategies Gold and ASQ3 and ASQ-SE to assess all children enrolled (except school-age children). Results are shared with the families.

- ***Social Development*** - is enhanced in an educational childcare setting as it encourages independence and a new kind of social experience. The social experience teaches a child what can be expected of him/her. Also, children in controlled settings learn from each other.
- ***Emotional Development*** - In some professional, educational environments children gain more self-confidence and generally are quite proud of their lives. It is therefore likely that children with this experience will enter public school without trauma. Also, learning to cope with feelings and frustrations in a neutral environment is an important part of emotional growth.
- ***Educational Development*** - Occurs best in a child care educational setting as staff offers and suggests activities, not forces or insist on them. If a child is not ready for one activity, an alternative is offered. One at which the child can succeed.



Learning takes place with success. “Individualizing” a program means starting where each child is and taking them as far as they can go.

- *Physical Achievements* - These are essential for intellectual development, increasing self-confidence, and for physical coordination.
- *Play is the “business” of children* - It is our belief that in a good educational child care the development of skills and competencies is promoted partially through play. Play is essentially creative and is necessary for healthy development in preparing children for adult life. The playing child is occupied with learning to deal with the world around him/her. Out of what appears to be random activity comes pattern and meaning.

To encourage personal and social skills, we teach primarily self-help and encourage the child to interact with other children. We will teach the child (ren) to play with other children, to play with toys appropriately, and to develop self-help in dressing, eating, and cognitive skills.

Physical fitness is also an important area of development. To develop large muscles, gross motor activities include jumping, climbing, sitting, rolling, balancing, kneeling, crawling, walking, hopping, skipping, throwing, and exercising. We develop the small muscles (fine motor) through the eye and hand coordination and manipulative skills (i.e. scribbling, writing, buttoning, zipping, snapping, typing, cutting, and sensory awareness).

## **OPTIONAL SERVICES**

Optional services include potty training for which our staff must have complete cooperation from parents. During potty training stages, parents will need to bring multiple sets of spare clothes as well as extra pull-up and underclothes.

## **OUTDOOR PLAY POLICY**

We will provide supervised daily outdoor play activities for all children in attendance for more than three (3) daylight hours or when outdoor play is designated on the daily schedule. This activity shall only be interrupted when the weather does not permit or the play area is deemed unsafe. Indoor play substitution shall include activities for large muscle play. All outdoor play areas will pass a safety inspection before children will be permitted access.

## **SUITABLE WEATHER**

Suitable weather shall include temperatures between **26°F** and **90°F**, including humidity and wind chill levels as determined by the Local Weather Advisory. Suitable weather could include light rain or snow. There shall be no lightning or storm conditions present. Pollen counts will only be taken into consideration for children with special needs as determined by a physician’s statement.

## Infant Daily Schedule (2-18 months)

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*Diapering to be done on an a bi-hourly or as needed basis*

<b>7:00a – 8:30a</b>	Arrival / Greet Children and Parents
<b>8:30a – 9:00a</b>	Breakfast/Feeding as needed
<b>9:00a – 9:30a</b>	Diapering as needed
<b>9:30a – 10:30a</b>	Floor Play/Tummy Time/Free Play
<b>10:30a – 11:00a</b>	Small Group Activity/Storytime
<b>11:00a – 11:15a</b>	Outdoor Time
<b>11:15a – 11:30a</b>	Diapering/Feeding as needed
<b>11:30a – 12:00p</b>	Individual Time/Specialized Activities
<b>12:00p – 12:30p</b>	Lunch/Clean up/Diapering
<b>12:30p – 2:30p</b>	Nap/Individual time
<b>2:30p – 3:00p</b>	Diapering/Handwashing/Afternoon Snack
<b>3:00p – 3:30p</b>	Outdoor Time
<b>3:30p – 4:00p</b>	Diapering as needed/Clean up
<b>4:30p – 5:30p</b>	Age-appropriate play group play, songs/Departure

\*Outdoor Play Regulations Apply

## **Toddler Daily Schedule (18-36 months)**

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<b>7:00a – 7:45a</b>	Arrival / Greet Children and Parents
<b>7:45a – 8:15a</b>	Gross Motor/Inside Gym time
<b>8:15a – 8:30a</b>	Wash hands and Prepare for Breakfast.
<b>8:30a – 9:00a</b>	Breakfast Served
<b>9:00a – 9:15a</b>	Toileting/Diapering/Handwashing
<b>9:15a – 9:45a</b>	Work time. Children explore interest areas in the classroom
<b>9:45a – 10:00a</b>	Clean-up time
<b>10:00a – 10:15a</b>	Circle Time, Educational songs/chants/games
<b>10:15a – 10:45a</b>	Outside
<b>10:45a – 11:00a</b>	Toileting/Diapering/Handwashing
<b>11:00a – 11:30a</b>	Small Group Time/Individualized Learning
<b>11:30a – 12:00p</b>	Physical/Gross Motor Play and Toileting/Diapering and Hand Washing
<b>12:00p – 12:30p</b>	Lunch served
<b>12:30p – 2:30p</b>	Nap time
<b>2:30p – 3:00p</b>	Toileting/Diapering, Handwashing and Snack time.
<b>3:00p – 3:30p</b>	Small Group Time/Individualized Learning
<b>3:30p – 4:30p</b>	Work time. Child’s choice of Music, Science, Math or Art areas.
<b>4:30p – 5:30p</b>	Age-appropriate play group play, songs/Departure

## Preschool Daily Schedule

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<b>7:00a – 7:45a</b>	Arrival / Greet Children and Parents
<b>7:45a – 8:30a</b>	Gross Motor/Inside Gym time
<b>8:30a – 9:00a</b>	Restroom, Handwashing and Breakfast Served
<b>9:00- 9:45a</b>	Work time in Learning Stations-(Science, Math, Blocks, Writing, Books)
<b>9:45a – 10:00a</b>	Clean-up time/Transition to Circle time
<b>10:00a – 10:15a</b>	Circle Time-Songs/Learning Games
<b>10:15a – 10:45a</b>	Outside
<b>10:45a – 11:00a</b>	Restroom and Handwashing
<b>11:00a – 11:30a</b>	Small Group Time/Individualized Learning
<b>11:30a – 12:00p</b>	Physical/Gross Motor Play
<b>12:00p – 12:30p</b>	Lunch Time
<b>12:30p – 2:30p</b>	Nap/Rest
<b>2:30p – 3:00p</b>	Restroom/Hand washing and Snack time.
<b>3:00p – 3:30p</b>	Small Group Time/Individualized Learning
<b>3:30p – 4:30p</b>	Work time. Child’s choice of Music, Dramatic Play or Art areas.
<b>4:30p – 5:30p</b>	Physical/Gross Motor Play/Departure

## School Age Daily Schedule

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Out of School Days	Before and After School Days
<b>7:00a – 7:45a</b> Arrival / Greet Children and Parents	<b>7:00a – 7:45a</b> Arrival / Greet Children and Parents
<b>7:45a – 8:30a</b> Gross Motor/Inside Gym time	<b>7:45a – 8:30a</b> Gross Motor/Inside Gym time
<b>8:30a – 9:00a</b> Restroom, Handwashing and Breakfast	<b>8:30a – 9:00a</b> Breakfast/Transition to school bus
<b>9:00- 9:45a</b> Work time in Learning Stations	<b>3:00p – 3:30p</b> Restroom/Hand washing and Snack
<b>9:45a – 10:00a</b> Clean-up time/Transition to Circle time	<b>3:30p – 4:30p</b> Physical/Gross Motor Play
<b>10:00a – 10:15a</b> Circle Time-Songs/Learning Games	<b>4:30p – 5:00p</b> Small Group/Individualized Learning
<b>10:15a – 10:45a</b> Outside	<b>5:00p – 5:30p</b> Clean up/Departure
<b>10:45a – 11:00a</b> Restroom and Handwashing	
<b>11:00a – 11:30a</b> Small Group Time/Individualized Learning	
<b>11:30a – 12:00p</b> Physical/Gross Motor Play	
<b>12:00p – 12:30p</b> Lunch Time	
<b>12:30p – 2:30p</b> Quiet Activities-electronics, board games	
<b>2:30p – 3:00p</b> Restroom/Hand washing and Snack time.	
<b>3:00p – 3:30p</b> Small Group Time/Individualized Learning	
<b>3:30p – 4:30p</b> Physical/Gross Motor Play	
<b>4:30p – 5:30p</b> Departure/Work time	

## School Age Curriculum

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Individual lesson plans will be developed by teachers and implemented daily. We will utilize both Creative Curriculum and Teaching Strategies for classroom materials, supports, and assessments. Topics will be aligned with the content standards of the Ohio Department of Job and Families Service and will include but not be limited to the following topics: Math, Reading, Writing, Science, Music, Arts, and Basic Computer Activities will be included.

## Supervision of School Age Children

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School-age children may run errands inside our facility or use the restroom alone or in groups of no more than six (6) children without staff supervision as long as:

Children are within hearing /sight of a staff member.

Childcare staff members check on the children until they return to the group.

One group of no more than six (6) 9-year-old and up children may engage in activities that pose no threat to their safety in a room without a staff member present as long as:

Children are within hearing distance of a staff member.

Childcare staff members check on the children until they return to the classroom.

School-age children may leave for specific activities and/or participate in activities in the building sponsored by other groups. Written permission shall be obtained from the parent/guardian and kept on file at the center. Written permission shall specify:

Child's name

Nature of activity

Location in the building

Arrangements for going to and from the activity this shall also include transportation to and from the activity

Starting and ending times of the activity

Time period for which permission is given

Parent/Guardian signature and date

For the safety of the children, we will not allow the children to walk to and from activities outside the daycare center without adult supervision.

*\*Children that attend before and after school, that are transported to and from public/private school by bus, our staff will be responsible for them being put on and taken off the bus properly.*

*If any delays that might hinder the staff from doing this, we will contact the school, transportation department, and or parent/guardian for the whereabouts of the said child (ren).*

## **PRIOR TO ENROLLMENT**

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Each child admitted must be determined to be in good health, and ready for the type of group experience that we offer.

All enrollment forms must be completed and turned in before the child (ren) may be accepted. These forms include Child Enrollment and Health Information, (3) pages, which includes, Special Health Condition, Emergency transportation, and acknowledgment of policies and procedures, Child Medical Physical Care Plan, Child's Medical Statement, Request for Administration of medication, Field Trip Permission for childcare. Personal Rights. Statement of Financial Responsibility, along with a signed copy of the Admissions and Operating Policies. The Physicians Report is due no later than 15 days after enrollment All Immunizations must be current before the child is accepted. **These forms all have expiration dates and must be kept current (renewed) to continue enrollment.**

### **AGE GROUP TRANSITIONS**

Children who are approaching an age to move up into another group classroom will be given the opportunity to visit the older classroom with written permission from the parent/guardian two or three days a week for the last three weeks before the child's graduation date. This will enable the child to effectively converge with the older classmates and the new teacher without anxiety.

### **CUSTODY POLICY**

Upon enrolling child(ren) the parent/guardian must show documents providing custody rights such as a letter from the court, documentation from CSB if foster children etc.

No children are to be released to anyone under **18** years and are not on the application form unless approved by parent/guardian or CSB along with proper picture identification.

The agency's policies for enrolling caretaker/parent/grandparents or other relative's children for Childcare are:

Parent/guardian must show documentation that child (ren) is in their custody or children are theirs.

Must sign information regarding the caretaker/ parent/guardians' rights with the children.

All information is confidential and kept in a locked area and only released to persons concerned according to the Law.

Only contracting caretaker/parent are allowed to exercise the open-door policy for visiting children and they must be on the Emergency, Transportation Authorization Form and or Contract Form. They must notify the childcare staff upon arrival that they are on the premises.

## **COMMUNICATIONS**

A contact roster of the names and telephone numbers of the parents or guardians of children currently attending is available in Procure for those families that have opted in. The roster will not include the name or telephone number of any parent who requests that they not be included.

## **ARRIVAL AND DEPARTURE**

Drop off cut off time is 9:30 a.m. All children must be present by 9:30 each day. Arrivals after 9:30 will be granted on a case by case basis. If you have a legitimate reason that your child will be late please let the administration know either by phone or through a direct message in Procure. The parent or guardian will be responsible for the arrival and departure of children when they are dropped off or picked up from home. Upon arrival, parents must complete the agency's attendance process concerning drop off and pick up. It is the parents' responsibility that attendance is documented correctly. Parents are responsible for all fees if they fail to complete the correct processes for timely payments.

***Please note that during emergencies/emergency situations our drop off/pick up policies may change.***

**Parents must notify us in writing or by phone if anyone other than an authorized person on file is to pick up their child and this person must present a picture ID to the child care staff person before signing out the child if this is the first time. A copy of the ID will be placed in the child's file.**

**No child will ever be released to any unauthorized person, including non-custodial parents.**

Children who arrive by alternate means, (i.e. school bus, center van, etc.) will be checked in by the teacher that accepts delivery. Parents must notify the main office if a child will be absent from alternate transportation. If a child is absent without prior notification from the parent, the main office will be notified immediately. Upon the first infraction, the main office will contact the parent to ensure the safety of the child and other transportation arrangements will be made for the future arrival of the child.

School-age children will only be in attendance during center-contracted hours. If your child is out of school for a school closing, it is your financial responsibility to pay for any services that are not under contract/agreement if your child is accepted for the day. If so, all paperwork must be completed and on file; including but not limited to medical, physical, and income.



*Any authorized person who gives just cause to be suspected of being in an impaired condition (suspected use of a controlled or illegal substance) will be encouraged to allow us to find alternate transportation. We cannot legally withhold a child from a legal guardian; but failure to comply with this restriction will compel our staff to write down the license plate number and contact the police.*

## ATTENDANCE

If your child is going to be absent, you **MUST** contact the **Main Office** on each occurrence. On the third day of unauthorized absence, we are required to report the subsidizing agency for such absences. Subsidized child care only allows 10 absent days per six months. It is imperative that your child is in attendance as scheduled.

Children must be in attendance as scheduled upon enrollment. Any changes to your childcare schedule must be pre-approved by the main office and your subsidizing agency. Late arrivals beyond 30 minutes, without prior authorization for the Director, will result in refusal to be admitted to daycare until a parent has had a conference with the Director. Children who are enrolled in a before/after school program will not be accepted for a full day as a result of a school suspension.

## MEALS

We provide breakfast, lunch, and snacks for all enrolled children, except for infant formula. Parents do not have to bring food unless medically, restricted diets are prescribed by a physician, and we are unable to provide this service.

The income eligibility form will determine the status of whether child/children will receive free, reduced lunches or whether they pay due to over income. Therefore the parent/guardian does not have to bring food.

All meals must be eaten at the Center. No food is to be removed from the premises.

Provisions/substitutions will be made for children with special dietary needs. Our meal schedule is as follows:

<b>Breakfast:</b>	8:30 a - 9:00a
<b>Lunch:</b>	12:00p - 12:30p
<b>Afternoon Snack:</b>	3:00p - 3:30p

Should your child arrive later than a scheduled mealtime, you will be responsible for feeding your child prior to arrival. Please do not send any food with your child. This includes, but is not limited to, gum, candy, chips, cookies, etc. Arrangements can be made for special occasions. This does not include infants that are on formula or baby food. We make every attempt to provide enjoyable and nutritious meals for your child.

Your child is encouraged to try new foods but is not forced to eat them. A weekly menu is posted on the bulletin board at the entrance of the Center. Each meal will consist of at least one element from each of the four basic (dietary, protein, 2 fruits/vegetables, and grain) food groups which supply 1/3 of the child's basic recommended daily allowances. Snacks will include one food from two of three four basic food groups and will be served between the longest meal periods.

**NON-DISCRIMINATION STATEMENT:** "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, gender, 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, D.C.

20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

## **Breast Feeding**

Parents that breast feed are provided a private/quiet area to feed their baby and/or pump. A bottle labeled with the child’s name, and date the milk was pumped is required. These bottles are kept refrigerated until needed. Once the childcare staff member feeds the child any remaining milk must be discarded. Bottles are rinsed out, placed in the child’s diaper bag with their name on it, and sent home with the parent.

## **Bottle Feeding(Formula)**

Parents will be required to provide prepared bottles for all infants and toddlers who are formula and/or. All bottles will be labeled with the child’s name, and date. These bottles are kept refrigerated until needed. Once the childcare staff member feeds the child, any remaining milk must be discarded. The bottle is then rinsed out, placed in a child's diaper bag with their name on it, and sent home with the parent.

At no time will formula, breast milk, or other liquids in a bottle be warmed in a **microwave oven**. (a) If the formula or breast milk is to be warmed, bottles shall be placed in a container of hot water or be placed in a commercial bottle warmer.

The container of water shall be kept out of reach of children and shall be emptied and cleaned each day. The bottle shall be shaken well, and the formula or breast milk temperature tested before feeding. (b) Frozen breast milk shall be thawed under cold running water or in the refrigerator.

## **PARENTS RESPONSIBILITIES**

KB Child Development Center provides an ample supply of toys, games, and books. Families may provide a favorite blanket or another special item, Other than a special comfort item, we prefer that your child not bring anything from home. If this cannot be avoided, the parent will assume responsibility for that item as the child care center will not be held responsible

## **CLOTHING**

Parents are responsible for providing infants with diapers, special creams or ointments, and powders (for which written permission must be given to use). Children need to be dressed in comfortable clothing. There should be no concern about getting dirty at school. Children are to wear good sturdy shoes for climbing and playing. No bare feet, thongs, or sandals without back straps are allowed. Tennis shoes are recommended. Care is always taken to protect your child’s clothing, but children sometimes have accidents. Clothing can become soiled or torn and require changing. Please supply an extra set of clothing with the child’s name clearly marked on them (the inside label is a good spot). These items should be checked regularly to be sure the size is appropriate because children grow so rapidly.

## **BEDDING AND NAP COTS**

Infants are to be placed on their back for sleeping unless otherwise indicated by the parent on the Sleep Position Waiver supplied in the handbook. Child/Staff ratios will be maintained in compliance with the Ohio Administrative Code. We will supply blankets or sheets for naptime, and they will be cleaned at least once a week, or as often as needed. Each child is assigned his/her own cot and bedding to be used exclusively by them.

## **TAKING ITEMS HOME**

Parents must assist children in getting all of their belongings from their cubbies each evening to ensure the safekeeping of their items. Please check in particular for soiled clothing. The child care center is not responsible for items which are not clearly marked with your child's name. Our staff shall make every effort to safeguard personal belongings brought in by your child but shall not be responsible for lost or broken items.

## **ACCIDENT AND INCIDENT REPORTS**

Our staff will fill out an incident report in the event of any minor injuries or trauma. A copy of the report will be given to the parent and a signed copy will be filed in the child's individual record. In the event of a more serious injury, a copy of the signed incident report will be sent to the Ohio Department of Job & Family Services.

## **SICK CARE / ADMINISTRATION OF MEDICATION STAFF/CHILDREN POLICIES AND PROCEDURES**

All possible care is taken to provide a safe and healthy environment; however, children do have accidents. The Director has CPR/Infant CPR, First Aid, Communicable Diseases, Health and Safety, and Child Abuse training through Red Cross. Each staff member has had training in First Aid, Infant and Adult CPR, Communicable Diseases, and Child Abuse by a licensed Registered Nurse or through the Red Cross. All staff members have been trained in the necessity of hand washing and the proper use of soaps and disinfectants.

Children who may have any special medical needs must have instructions documented on the Medical/Physical Care Plan that will be kept in their file. Regardless of the child's age, only trained or informed staff will perform the medical procedure needed.

We will administer necessary medications, food supplements, and modified diets upon having *authorized forms*, signed by a physician or nurse practitioner and parents. All medications should have the proper instructions. Any medications to be given must come in an original labeled container. Prescription medications must be intended for that child. Non-prescription medicine, if needed, will also be administered if provided by parents, but must follow the same procedure in filling out an authorized form with instructions.

Any modified diets or food supplements that are to be given should have the proper instructions and staff must document daily as long as the child(ren) are on these restrictions and will be kept in the child's file. Any changes or additions will not be administered until the parent/guardian completes and the child care center has on file all updated forms. Topical Products and lotions will only be given out

if provided by parents. In order to administer topical products or lotions, the prescription must be provided and include directions for correct application and potential side effects. The administration of all medication, topical lotions, or special diets will be done according to documented instructions. If for any reason a required dosage is missed, the child care center authorized person who administers medication will notify the parent/ guardian of a missed dosage, fill out an incident report, give a copy of the incident report to the parent/guardian and forward copy of the incident report to Ohio Department of Job and Family Services.

We will not be held responsible for any adverse reaction that may result from the medication, food supplement, or modified diet.

Children that may require breathing treatments will follow the same procedures for the administration of medication procedures.

*The policies for school-aged children that are required to use a breathing inhaler are as follow:*

- a) Parent must document on health form upon enrollment or inform administrator and teacher as soon as they are aware of the need of an inhaler.
- b) Sign authorization for use of inhaler by physician and parent.  
All staff members should be aware of the child(ren) need for the inhaler and should be made aware of where it is located while the child is in the facility at all times.
- c) At no time will the child keep the inhaler on his person for the safety of the other children at the center.
- d) At the discretion of the administrator and parent if a child is of a responsible age he/she may keep the inhaler on his/her person as long as the other children at the center cannot come in contact with the inhaler.  
The child still will be monitored at all times that he/she is at the center.

In the event that there has been exposure to a communicable disease or other illnesses, State and our policies are as follows:

1. The Site Administrator will inform all parents in writing of possible exposure to any harmful illnesses.
2. Exposed people will be sent home or encouraged to stay at home until the proper incubation period is over or it is safe for them to return.
3. *A doctor's release will be necessary for child (ren)/staff to return to the child care center.*
4. *If the type of illness is cold, flu, or any other non-communicable illness that requires you to be home for more than 5 (five) days, a written release from a doctor will be necessary for the child (ren)/staff to return.*
5. In the event of need, a substitute will be called in to fill the staff vacancy and fulfill the staff ratio of 2 staff persons at all times.
6. Verbal and a written notice that includes possible symptoms will be given to each parent/guardian of a child (ren) who has had a possible exposure to any communicable disease.

## **ISOLATION PRECAUTIONS:**

A child isolated due to a suspected communicable disease shall be:

- a. Within sight and hearing of an adult at all times.
- b. Cared for in another room or portion of a room away from other children

In case of an accident/incident with a child (ren) the Site Administrator/Staff will:

1. Tend to the child
2. Notify the parent/guardian

**In case of an emergency the Site Administrator/Staff will:**

1. **Tend to the child**
2. **Call 911**
3. **Notify parent/guardian**

Your child will be taken to the nearest hospital as directed by EMS if that becomes necessary. It is incumbent upon you to check with the emergency room to find out what kind of forms they require to be on file for treatment in case of parental/guardian absence.

In the event of suspected poisoning, a staff member will contact the Poison Control Center for directions on the proper treatment to be administered. An incident report will be filed, and the parent/guardian contacted.

If your child is ill to the extent that it interrupts the care of or endangers the health; of the other children, it will be necessary for you to make other arrangements for his/her care. Should your child become ill during his/her day, he/she will be isolated within the center, with adult supervision from the other children and you will be notified by telephone so that it may be determined the best course of action concerning appropriate care which may include the child being taken home.

## **Emergency Transportation Authorization**

If parents do not give permission to transport their child, they will need to sign the do not give permission to transport on page (3) of the Child Enrollment and Health Information form for child care. The childcare center will continue to care for the child in another room or portion of a room away from other children until the parent can pick the child up.

In the event that a child requires emergency treatment, the child care administrator or the designee will call 911 and the parent. If a serious emergency occurs, and the parent has refused for the child to be transported by EMS, the emergency professionals will further decide upon transporting the child according to the condition of the emergency. Contact information for the parent, , and all required forms will be given to EMS.

If a child enrolled in Before/After Care is dismissed from school due to illness, they  
**WILL NOT BE ALLOWED ADMITTANCE TO CHILDCARE.**

KB Child Development Center staff will always respect your need to be at work when it comes to an ill child. We ask, however, that when deciding if your child should be at home, you give consideration

to the other children in childcare and ask yourself how you would feel if your child was here and well and another child were as ill as your child is now.

**My “bottom line” specifically, for not providing care is:**

- a. Temperature in excess of 100°F when in combination with any other sign or symptom of illness
- b. Vomiting more than one time or when accompanied by any other sign or symptom of illness
- c. Diarrhea (three or more) abnormally loose stools within a twenty-four-hour period.
- d. Severe coughing causing the child to become red or blue in the face or make a whooping sound
- e. Persistent runny nose
- f. Stiff neck with an elevated temperature
- g. Difficult or rapid breathing
- h. Evidence of untreated lice, scabies, or other parasitic infections
- i. Sore throat or difficulty swallowing
- j. Yellowish skin or eyes
- k. Untreated infection skin patches
- l. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- m. Unusually dark urine and/or gray or white stool
- n. Unusual spots or rashes
- o. Any other potentially contagious disorder

Further, there are times when a child is not that ill but is terribly uncomfortable and really needs some “one on one” attention that I/Staff cannot provide and still be fair to the other children. At those times I will strongly urge you to consider keeping your child at home. If the child remains in child care under those conditions, he/she will be placed in a quiet area given activities that will keep him/her quiet and resting.

An Ohio Department of Health Communicable Disease Chart is posted in the class by the water fountain or in the entrance hall.

### **DECLINE OF IMMUNIZATION**

Parents that decline immunization for his/ her child must complete the JFS 01305 Child Medical Statement for child care waiver.

### **PARENT PARTICIPATION**

We encourage each parent to serve as a volunteer aide whenever possible so that the parent may learn how his/her child is spending the day, what activities he/she is learning, or how he/she interacts with other children. Any field trips, outings, or special events will be preceded with a written request for parent volunteers to participate (i.e. drive, bake, help with lunch, accompany on field trips, etc.).

## **PARENT TEACHER CONFERENCES**

Conferences with the director and/or staff personnel are available upon request. There will be a conference between our Staff, Director, or Site Administrator and a parent/guardian as often as needed to keep open communication. We will request a conference if the need arises to share a concern about your child's behavior, progress, development, health, or any other matter of concern. The parent/guardian may also request a conference at any time to discuss any matter that may concern him/her by contacting the Site Administrator to arrange an appointment. A written report of such conferences can be obtained from the main office upon request.

A parent/guardian who needs assistance with problems or concerns should be directed to the site administrator. If concerns are not addressed to satisfaction, the Chief Executive Administrator should be contacted with concerns by requesting a conference with written information. If problems are of a serious nature contact the licensing agency and Chief Executive Administrator. If concerns are not addressed to satisfaction the parent/guardian should contact the licensing agency.

### **A written report of your child's progress will be given as follows:**

- **Infants and Toddlers** - daily to weekly as agreed between parent/guardian and Center.
- **Preschool and Up** - every three (3) months or as needed
- **A copy of this report will be filed in the personal records.**

## **CHILD GUIDANCE MANAGEMENT: DISCIPLINE AND SAFETY**

**The specifications of Rule 5101:2-12-19** *This Policy applies to all staff members*

**1. Staff Responsibility:** Child Care Staff Members assigned to supervise a child or group of children shall be responsible for their guidance and management:

**2. Allowable Discipline Techniques**

- a.** Recognize. Encourage and Praise Children
- b.** Positive and Constructive
- c.** Use Fair and consistent rules
- d.** Communicate clear directions and expectations
- e.** Assist children with problem-solving
- f.** Encourage children to control their own behavior and cooperate with others
- g.** Help children feel successful at tasks and give options for other tasks if those chosen prove too difficult.
- h.** Notify children of a change of activity several minutes prior, and allow for a comfortable transition.
- i.** Protect children from abuse and neglect.

**3. Managing behavior.** When behavior is unacceptable, the childcare staff member shall not:



- a.** There shall be no abuse of neglect inflicted upon children
- b.** We shall use a positive approach to discipline not just for the daycare, but for assisting the parent/guardian with the proper upbringing of the child. The goal is not to confuse the child (ren) with different discipline actions; therefore, it is prudent for the staff and parent/guardian to be in agreement on what kind and /or how to administer discipline. At no time, even upon request of a parent/guardian will any staff member use corporal punishment as a means of discipline. In most cases, talking to and redirection of the child will be effective. No child will be isolated or restricted from activities for an extended period of time.
- c.** No child shall be allowed to discipline another child.
- d.** There shall be cruel, harsh, or unusual punishment such as (but not limited to) punching, hitting, or shaking.
- e.** No discipline techniques shall be used to confine a child to equipment (i.e. crib, high chair, etc.).
- f.** No physical restraints shall be used to confine a child except that a staff member may hold a child in a protective hug until the child is able to regain control.
- g.** No child shall be placed in a locked room or confined in any closed area such as a closet, box, or similar cubical.
- h.** Discipline shall not be imported in a child for failure to eat sleep or toilet accidents.
- i.** No food, rest, or toilet use is to be withheld from any child as a disciplinary technique.
- j.** Discipline techniques shall not humiliate shame or frighten a child. No child shall be made to feel unimportant, subjected to profanity, humiliation, yelling or loud tone of voice, derogatory remarks about the child or their family, threats or verbal abuse by either other children or staff personnel.
- k.** An entire group of children shall never be punished for the actions of one or two.
- l.** When evening or overnight care is provided and children are expected to sleep, the childcare staff member shall remain awake supervising them.

Each child shall have personal rights that include but are not limited to the following:

- a.** To be accorded dignity in his/her personal relationships with staff and other persons.
- b.** To be accorded safe, helpful, and comfortable accommodations, furnishings, and equipment to meet his/her needs.
- c.** No child shall ever be left alone or unsupervised
- d.** No child will be exposed to the use of spray aerosols while in child care.

## **EMERGENCIES/FIRE AND WEATHER ALERTS / CLOSING INFORMATION**

The staff has immediate access to a working telephone at all times. Fire drills will be held monthly at varying times and a record of these drills will be maintained at each center. Severe weather (tornado) drills will be held monthly during local tornado season. Fire emergency and weather alert plans are posted in each care room.

KB Child Development Centers policy for school closings or delays are:

We will call the Television Station to post any cancellations or delays.

Staff will also contact Parents/guardians by phone for any other delays such as transportation.

**In the event of any major emergency such as:**

Due to any threats to the safety of children due to environmental or national situations (such as terrorists' threats) or threats of violence. We will contact the proper authorities depending on the nature of the situation (i.e. 911, and follow their instructions).

Loss of power, heat or water, we will contact parents to pick up the children immediately.

**In the event of an emergency evacuation of this center, your child will be taken by center/transportation staff. Parents/guardians will be notified as soon as possible of the emergency and where their children are for pick up.**

**FIELD TRIPS**

We shall have written and signed permission from the parent/guardian before transporting or escorting a child to or from the center. At the time of admission, a permission slip will be signed for routine trips per group (i.e. lunch outing, to the park, walk around the block, library picnics, etc.). Children will be assigned to specific staff members for all trips. Each staff member will have a log of children assigned to them and will periodically check this log for attendance at departure, during the duration of the field trip, upon embarking on the van for return to the center, and at arrival in the classroom. Only insured, licensed drivers who are parent volunteers or Centers staff shall be permitted to transport children driver's license of the person(s) transporting children will be recorded and kept on file. There will be a minimum of two adults present in all vehicles used to transport children when there are 7 or more children.

All transportation regulations as explained in the **Childcare Transportation Regulations** section of this handbook apply.

A written permission form from the parent/guardian for field trips shall include: child's (ren) name

- 1) Destination
- 2) Date and intended duration of time of field trip
- 3) Signature of parent/guardian
- 4) Date permission slip signed
- 5) Means of transportation

The following shall be made available on all field trips:

- 1) A record of each child on the trip

- 2) First Aid box to include any supplies needed to treat children with health conditions
- 3) Emergency Authorization for each child on field trip
- 4) Health records of all children, making note of those who have allergies, handicap conditions, or health conditions which require special procedures or precautions during the course of the field trip
- 5) Each child shall have identification attached to him/herself containing the centers name, centers address and telephone number to contact
- 6) A person trained in first aid through a licensed agent or agency
- 7) No child shall be left unattended
- 8) Driver shall inspect the vehicle at each destination to ensure that no child has been left behind
- 9) There shall be no smoking on or around the vehicle or the children

## **REQUIREMENTS FOR DISENROLLING CHILDREN**

1. When parents refuse to provide information to comply with state and federal laws, related to written documents needed for children's enrollment.
2. Custody battles when one parent is awarded custody and wants a child to attend another child care center.
3. Child is too ill to attend the center.
4. When a parent is displeased with the care provided to their children.
5. Parents move to another state or county.
6. A child's behavior requires special needs. This is after all steps of referrals and follow-ups are completed.

**Tax ID # is available upon request from the main office**

## **OCLQS NEW RULES: EFFECTIVE 10/29/21**

These are the additional items that need to be included in the program's written policies and procedures (parent handbook). **Please use Appendix B of rule 7** to review and edit your parent handbook, making sure all required information is included.

1. Add suspension expulsion policy

2. Compliance with ADA- Administering medication to children with disabilities. Administering care procedures to children with disabilities.
3. Information regarding meeting one-third of the child's recommended daily dietary allowance.
4. Policy regarding formula, breast milk, meals, and snacks.
5. Policy on providing supplemental food
6. Sleeping, napping and resting.
7. Infant care, if applicable, including
  - a. Feeding.
  - b. Frequency of diaper checks.
  - c. Information about daily activities.
8. Formal screenings **and** assessments on enrolled children **and** if the program reports child level data to ODJFS pursuant to Chapter 5101:2-17 of the Administrative Code.