



# Parent Handbook

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H-N-H Campus is open Monday through Friday 6:30 a.m. to 6:00 p.m.

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## **H-n-H Campus Our Dedication to Quality**

High quality child care does not just happen, it is the result of a delicate combination of personnel, facility, programming and dedication to serving children and parents. To make high quality child care happen, H-n-H Campus has taken special measures to include the following crucial elements:

- ♥ Separate rooms/groups for different ages.
- ♥ Separate room for large muscle play and other special activities.
- ♥ Playground that exceeds state standards for size and equipment.
- ♥ Bathroom facilities are located in the Kinder classroom and the main hallway.
- ♥ Each classroom is equipped with a telephone/intercom system in case of emergency and for necessary communications.
- ♥ Fire exit doors and emergency exit signs are located in each classroom, along with a fire alarm system installed throughout the center.
- ♥ A learning resource area is included in the center for promoting staff development, training and curriculum planning.
- ♥ A children's literature library is available for daily teacher-lead and independent reading.
- ♥ All full-time teachers at H-n-H Campus hold a Degree in Early Childhood Education, Elementary Education, a related field, or have extensive in-house training. Teachers are certified in first aid, CPR, communicable disease and recognition of child abuse.
- ♥ Curriculum is planned to provide a balance of quiet and active play, full-group and one-on-one activities, with a focus on the whole child's development-cognitive, physical, social and emotional.

To supplement your child's educational experience, H-n-H Campus offers the following special programs at no additional charge.

- ♥ A gymnasium for indoor large motor play.
- ♥ Cooking Classes through the school year for Kindergarteners, and during the summer program for 1<sup>st</sup>-5<sup>th</sup> grade.
- ♥ Individual Computer Lab, Theater Room, Lego Room, Imagination Room and Game Room.

## **Employees**

Our employees are our greatest asset. We foster open communication, teamwork and the attention to detail required to provide superior services. Extraordinary effort is expected from our employees. We will foster an atmosphere in which our caregivers feel that their work is truly valued - an atmosphere in which dedication, commitment and excellence are recognized and rewarded. We will help our teachers to develop their skills and enable them to do their jobs professionally and competently.

H-n-H Campus selects its full-time staff from professionals who hold a Degree in Early Childhood Education, Elementary Education, a closely related field, or we provide extensive training in-house. Our full-time teachers are not hired on as Lead Teacher/Assistant Teacher; rather, they are hired to work on an equal level and to team teach through a collaborative effort and sharing of ideas. The majority of our part-time staff are upper-level college students pursuing a degree in the field of education.

H-n-H Campus makes the reduction of staff turnover a priority by compensating our staff with additional incentives, such as comprehensive benefits and opportunities for promotion. Our goal is to make H-n-H Campus a career choice for professional teachers.

### **Ratio and Capacity**

H-n-H Campus is licensed for a maximum of 145 children. The teacher to child ratios are maintained as follows:

- ♥ Kinder Hall & Kinder Bear (Wrap-around Kindergarten) 1 teacher to 18 children (State ratio 1:18). Maximum group size of 18.
- ♥ Ohio State, Scarlet & Gray (1<sup>st</sup>-2<sup>nd</sup> grade) 1 teacher to 18 children or 2 teachers to 36 children (State ratio 1:18 & 2:36) Maximum group size 36.
- ♥ Buckeyes, & Brutus (3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> grade) 1 teacher to 18 children or 2 teachers to 36 children (State ratio 1:18 & 2:36) Maximum group size 36.

### **Your Child's Adjustment**

Introducing your child to his/her first group experience can be an exciting time for both parent and child, it can also be a time of some anxiety - especially for younger children.

- ♥ Allow your child to accompany you on your initial visit to the center if possible. Allow them to look around and get a feel for the building and the people in it. Introduce them to the Director, Administrator, bus driver and to the classroom teachers. Encourage your child to ask questions.
- ♥ After your visit, talk with your child about what you saw at the center. Discuss all of the different things they will be doing once enrolled. If needed, visit the center again before your first day of enrollment and spend some extra time (20-30 minutes) in your child's classroom to observe and participate in the program. Even a brief half hour visit to your child's class before the first day of enrollment will help to acclimate your child to the environment and he or she will feel much calmer on the first day you leave them with us.
- ♥ When you bring your child to the center on those first days, help him or her off with their coat, hat, etc. and show him where they should store them. Make certain that your child's teacher sees them come in. Make a firm, quick "good-bye", assuring them that they will have fun and that you will be back, then leave. Your child's teacher will take over from there.
- ♥ Adjustment will be easier for your child if you accept any initial emotional reactions as normal and continue to calmly reassure them of your love and interest. A child will quickly pick up on any hesitation from their parents.
- ♥ Please feel free to give us a call later in the day to check on your child's adjustment.

## Curriculum Philosophy and Sample Daily Schedules

### Kindergarten (ages 5 to 6) Curriculum Philosophy

Weekly lesson plans are posted each week to keep parents informed on what their child's classroom is focusing on. The content areas are broken down in six different categories: language arts, reading, math, writing, science, and social studies. The kindergarten curriculum will follow the Common Core standards for language arts and math and Ohio Content Standards for science and social studies. These are the same standards that Olentangy schools follow. H-n-H Campus also includes character development, art, Spanish lessons, computer class, cooking class, Go Noodle (an in-class activity utilized as a brain break), and physical education during our gym time, including yoga.

We recognize that all children develop at different rates and that development sometimes occurs in "spurts". It is possible that the child who may seem behind the others today, has simply not reached that point in their development yet and may be comparing favorably with the rest of the children in the class in a week's time. One of our main priorities is to be sensitive to every child's need to feel successful at every point in his or her development and to recognize that every child is unique and special.

The child's progress is monitored through one-on-one work with the teacher. During this time, the teacher reviews the child's skills to assess what skills the child has mastered and which skills they need to practice further. Children who have mastered all the goal skills are challenged further with writing or reading activities.

Assessment and screening data are only given to Kindergartners and are not reported to any outside party, including ODJFS, unless otherwise requested by parents pursuant to ODJFS regulations.

#### Wrap-Around Kindergarten Sample Daily Schedule:

6:30-8:00	Morning Arrivals/Breakfast/Free Play
8:00-9:00	Buckets/Buses Departing
9:00-9:15	Wash Hands/Snack
9:15-9:45	Morning Meeting/Message/Story/Whole Group Activity
9:45-10:00	Morning Work
10:00-11:15	Dailey 5, Reading, Math games, B.U.I.L.D
11:15-11:45	Art/group instruction
11:45-12:00	Finish work/Conference/Read Aloud
12:00-1:00	Wash Hands/Restroom/Lunch/Big Room Centers
1:00-2:00	Recess
2:00-2:30	Quiet Time, Teacher Planning
2:30-3:00	Social Studies/Character Development/Science
3:00-3:15	Wash Hands/Restroom/Snack
3:15-3:45	Writer's Workshop
3:45-4:00	Wrap Up the Day
4:00-5:00	Buckets/Buses Arriving
5:00-5:30	Free Play
5:30-6:00	Theater/Pick Up

### School-Age (Grades 1-5) Curriculum Philosophy

H-n-H Campus feels that it is important to provide a balance of active play, social interaction, and learning opportunities with a focus on the whole child's development – cognitive, physical, social and emotional. School-age children are given the opportunity to explore several different centers which provide for social interaction, fun activities, and learning experiences. Children are also provided time and space to work on homework and other learning activities throughout the school year. Summer is filled with exciting field trips, outdoor activities, and educational experiences designed to keep your child's mind active and geared towards learning.

#### School-age Sample Daily Schedule (Before/After School):

6:30-8:00	Morning Arrival/Centers/Wash Hands/Breakfast
8:00-8:35	Clean Up/Restroom/Bus preparation/ Depart for School
4:00-4:30	Arrival from school/Wash Hands/Restroom/PM Snack/Centers
4:30-5:35	Centers with designated groups & teachers/ Homework
5:35-6:00	Theater/Pick Up

#### School-age Full Day Sample Schedule (Non-School Days):

6:30-8:00	Morning Arrival/Wash Hands/Breakfast/Free Play in Big Room, Imagination Room, Computer, and Lego Room
8:00-9:00	Group Rotation (Clockwise every 30 minutes) <ul style="list-style-type: none"> <li>• Scarlet &amp; Gray (Theater)</li> <li>• Ohio State (Lego, Electronic, Computer Room)</li> <li>• Buckeyes (Imagination and Big Room)</li> <li>• Brutus (Gym or Outside)</li> </ul>
9:00 – 9:15	Group 1: Morning Snack <ul style="list-style-type: none"> <li>• Scarlet &amp; Gray and Ohio State</li> </ul>
9:15 – 9:30	Group 2: Morning Snack <ul style="list-style-type: none"> <li>• Buckeyes and Brutus</li> </ul>
9:15/9:30–11:45	Group Rotation
11:45–12:15	Group 1: Lunch
	Group 2: Games in Theater or Gym
12:15-12:45	Group 2: Lunch
	Group 1: Games in Theater or Gym
12:45-3:00/3:15	Movie/Gym/Outside
3:00-3:15	Group 1: Afternoon Snack
3:15-3:30	Group 2: Afternoon Snack
3:30-5:30	Group Rotation
5:30-6:00	Cleanup/Theater/Pick Up

## **Child Guidance and Management Policy**

All staff at H-n-H Campus shall provide each child with guidance that helps the child acquire a positive self-concept, self-control and teaches acceptable behavior. Discipline and behavior guidance used by each caregiver will at all times be constructive, positive and suited to the age of the child.

Children are not expected to immediately understand or fully comply with all of the rules; rather, they are to be gently taught, reminded and when necessary, redirected. Staff are responsible for creating an environment to encourage cooperation and sharing, rather than promoting aggressive behaviors.

Procedures for dealing with unacceptable behavior of kindergarten and school-age children will include: redirection, distraction and active listening. Teachers may also utilize the following:

1. Logical Consequences: a child who damages a toy, for instance, may be prohibited from the use of that toy for the play period in question.
2. Verbal Reprimand: These brief verbal behavioral guidance measures consisting of a statement of the problem behavior, the fact that it is unacceptable and the statement of the acceptable alternative.
3. Separation from the group, making certain that the time out is no longer than necessary. This will be communicated to parents verbally and, if continuous, in the form of an "inappropriate behavior log".

## **Conferences/Disenrollment**

If the parent or teacher has concerns about behavior, child development, programming, or center related issues that need further attention, a conference will be scheduled so that a plan may be developed cooperatively. Parents and teachers should communicate directly when possible. If additional steps are needed, parents or teachers should discuss their concerns with the building administrator, and then with the Owner/Director as applicable.

Parents are encouraged to make the staff aware of any stressful events or situations that a child may be experiencing outside of the center and any positive techniques used successfully at home. H-n-H Campus reserves the right to request a parent conference and temporary or permanent withdrawal from the center for ongoing extreme behavior/safety issues. Suspension, expulsion, or disenrollment will be required when the Owner/Director feels that the safety of the child, the children in the classroom, or staff may be compromised. H-n-H Campus complies with all federal, state and other relevant laws which prohibit corporal punishment and complies with Ohio Child Care Licensing Law.

## **Withdrawal**

Parents who wish to withdraw their child from H-n-H Campus must give a two-week written notice to the Director. Parents who fail to give a two-week written notice will still be held responsible for two full weeks of tuition post withdrawal.

## **Meals and Snacks**

Hugs-n-Hearts serves breakfast until 8:00 a.m., and a nutritious snack mid-morning and mid-afternoon. Parents must provide their child's daily lunch packed in an insulated lunch bag with an ice pack. This lunch should meet 1/3<sup>rd</sup> of your child's recommended daily dietary allowance. All meals, snacks, formula, and breast milk must be transported and stored in a manner that maintains food safety. A "Lunch Letter" is available to assist parents in packing nutritious lunches. The center will provide 2% milk for lunch for children. If you wish to provide non-cow's milk for your child, there is a special form that must be completed. Microwaves are available in each classroom for heating food. Supplemental food is available if needed. Weekly breakfast and snack menus are posted in the kitchen and each classroom.

## Birthdays

Parents are welcome to send snacks to share with their child's classmates on their birthday, although it is not necessary. Please be aware that the classroom may have dietary restrictions and/or allergy warnings. Please check with your child's teacher before selecting a birthday treat.

## Rest Time

Couches and oversized chairs are provided in the lobby, the big room and outside the computer area for children to rest and spend quiet time. If a child does not feel well and wishes to lie down and nap, a cot will be made available in the office.

## Required Enrollment Forms

**All enclosed forms MUST be completed in full and are due before your child's first day of attendance.**

**These forms will require annual review and signatures.**

The forms to be returned include:

1. Child Enrollment and Health Information for Child Care
2. Child Immunization Record (one-time only)
3. Child and Family History
4. Sunscreen authorization and permission to walk between buildings.
5. Parental Agreement Form
6. Pick-Up Authorization & Photograph Permission
7. Parent Account Information

If Applicable:

8. Child Medical/Physical Care Plan
9. Administration of Medication
10. Parental Consent for Non-Cow's Milk

Summer Only forms:

- 1) Summer Fee contract
- 2) Field Trip Permission Slip
- 3) Swimming Safety & Consent form
- 4) Waivers for field trips when applicable

Fall Only Forms:

- 1) Transportation and Bus information

If the applicable paperwork is not received prior to your child's first day of attendance, H-n-H Campus has the right to refuse admittance until all paperwork is completed and returned.

## Immunization Policy

H-n-H Campus requires that all children are up to date on all suggested immunizations unless medically contraindicated by a physician. An immunization record is required for all Kindergarten and school-age children. H-n-H Campus reserves the right to refuse childcare services for children whose immunizations are not current for any reason other than medically contraindicated by a physician. If your child has a medical condition that prohibits immunizations, please provide a letter from your child's current physician. If your child is not immunized because it is medically contraindicated, we will inform you of any communicable diseases present at H-n-H Campus that may impact your child.



### **Separation/Divorce/Custody**

In the event of parental separation or divorce, both parents have equal access to their child. H-n-H Campus has no legal right to deny parent access to his/her child unless we have a copy of legal custody papers including a restraining order in our files. Any changes in custody orders must be provided to the center immediately.

### **Parent Access**

Parents are welcome to visit the center and participate in our program at anytime. H-n-H Campus' open-door policy encourages you to do so. Parents are invited to share feelings, concerns, and suggestions about their child's care verbally with their teacher or the center director. If desired, concerns can be voiced in written form and left in the tuition box for follow-up as needed.

### **Parent Participation**

Parents are encouraged to be deeply involved in the developmental process. It is our belief that we must work together with our families to provide stable, nurturing environments for our children. We will support parent's efforts at parenting and serve them as valued customers. We will maintain the highest level of responsiveness to parent needs/sensitivities and strive to develop a relationship of trust, integrity and compassion. We understand that we do not replace parents, we are partners in helping them to raise their children.

### **Outdoor Play**

Outdoor play and exercise are important in every child's life. Children at H-n-H Campus will be scheduled for outdoor time on our expansive playground every day that the weather permits. This means that even in the winter months, your child should come to school ready for outdoor play with hats, mittens, boots and warm coats. We will limit outdoor play or use the indoor muscle room for large muscle motor play if the temperature or windchill is below 25°, if it's rainy, icy, or lightening, if there is a heat or weather advisory, excessive humidity, or an air quality warning for the day. Children may play outdoors if the temperature falls within the range of 25°-90° per ODJFS regulations.

### **Registration Fee/Tuition/Late Payment Fee**

Tuition is due on the first day of the week that your child attends. A late fee will be assessed for late payment and will accrue weekly. Please refer to the Tuition Schedule for additional pricing information and annual registration fee information. Hugs-n-Hearts will provide the tax identification number upon parent request.

Hugs-n-Hearts may need to raise tuition rates to meet operational costs. Parents will be given a minimum of 30 days written notification of the new rate and access to an updated tuition schedule.

### **Late Pick-Up Fee**

H-n-H Campus will close promptly at 6:00 p.m. Parents who pick up their child after 6:00 p.m. closing time will be charged a late pick-up fee. The late pick-up fee is requested by the closing staff member and will be billed by written statement. All late fees will be due no later than 24 hours after they are billed. We encourage parents to please consider drive time, traffic patterns, and weather conditions to avoid late departures. Please refer to the Tuition Schedule for additional information.

### **Delinquent Accounts/Returned Checks**

*In the event that your account becomes 14 or more days delinquent, we may without liability suspend or deny services and obligations hereunder until payment has been made in full.* In the event of returned checks, H-n-H Campus may ask for cash payment. In order for H-n-H Campus to provide services or collect payment that you may owe, you may be contacted by telephone, text message, or e-mail at any phone number/e-mail address associated with your account, including wireless numbers, which could result in charges to you. Methods of contact may include pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable by a third party. Upon withdrawal or disenrollment, all past due balances must be paid in full within 30 days. Failure to do so will result in your account being turned over to our third party collection agency.

### **Arrival/Departure**

Upon arrival at the center, please accompany your child into the building. Any special messages, medications, attendance changes, alternate pickup notes, etc. should be relayed to your child's teacher or the front desk administrator at this time.

At the time of pickup, please make contact with your child's teacher or the attending staff member to ensure that they are aware that your child has been picked up. This is especially important when children are on our playground. You are responsible for the supervision of your child before their teacher has signed them into their classroom and after their teacher has signed them out of their classroom. Please do not let your child wander unattended through the center.

If you are unable to come into the building due to an extenuating circumstance, please call 614-540-2276 for special assistance.

### **ADA Compliance**

Hugs-n-Hearts is mandated to comply with Title III of the Americans with Disabilities Act (ADA). All center policies, including the administration of medication and care procedures for children with disabilities will meet ADA requirements.

### **Alternate Pickup**

For your child's safety, H-n-H Campus has included a form in the enrollment packet, on which parents may give names and physical descriptions of persons, other than the child's parent/legal guardian, who are authorized to pick up your child from the center. Any time an alternate person is picking up, we ask that you inform your child's teacher and the front desk in advance. Any alternate pick up will be asked to show a valid driver's license as proof of identification. Please instruct your alternate pick-up to ring the doorbell at the front entrance. Please do not share our security code with ANYONE other than parents/legal guardians.

### **Attendance/Absences from H-n-H Campus**

Every child's attendance including time of arrival and departure will be recorded by the staff on the classroom and bus roster.

If your child will not be attending on their scheduled day, please inform the center in person, by phone, or by email. H-n-H Campus provides bus transportation to and from specific public schools. If your child is scheduled to return via our bus to H-n-H Campus after school, but is not on the bus and we have not been informed of their absence, H-n-H Campus staff will contact parents by phone. Tuition is not pro-rated or adjusted for absences.

## Holidays and Closings

The center will be closed in observance of the holidays listed on the annual H-n-H Campus calendar included with this parent handbook. The date in which the center closes in observance of the holiday is subject to change from year to year based on the day of the week in which the holiday falls. Parents will receive closure information prior to the start of each calendar year in order to allow ample time for alternate arrangements to be made.

Due to hazardous weather and road conditions, H-n-H Campus will close when a Level 3 warning has been issued for either Franklin or Delaware County, irrespective of whether or not the public schools are closed or delayed. If the public schools are closed or delayed, and H-n-H Campus is open, children who are enrolled full time may attend at no additional charge. Children who are enrolled part time may attend, if ratios permit, at an additional charge. Please refer to the Tuition Schedule for additional pricing information.

If there is impending inclement weather and the elementary schools have not closed or dismissed early, H-n-H Campus reserves the right to retrieve the children from their public school early and return to H-n-H Campus for the safety of students and drivers.

If inclement weather is in the forecast, please have a plan for early pick-up, alternate pick-up, and alternate care. H-n-H Campus also reserves the right to close the center early or open on a 2-hour delay. The Owner/Director will make this decision if weather and driving conditions are unsafe for staff and families. Any closings will be broadcast on all major local TV stations as well as noted on our center's website @ [hugsnheartselc.com](https://hugsnheartselc.com), and sent as an emergency alert through the Tadpoles app. H-n-H Campus makes opening/closing decisions in as timely a manner as possible.

Tuition is not pro-rated for these holidays and weather closings.

## Medication

In the event that you complete a Request for Administration of Medication form and/or a Child Medical/Physical Care Plan, you authorize Hugs-n-Hearts to administer medication or medical foods and care to your child in accordance with the instructions on the form(s). You represent and warrant the accuracy and completeness of information provided on any Request for Administration of Medication form, Child Medical/Physical Care Plan, or any other form you provide to us. These forms must be updated annually. H-n-H Campus cannot administer medication or medical foods without the completed, up-to-date, required forms. We cannot keep medication or medical foods at the center once the Request for Administration form, the Child Care Plan form, or the medication/medical food itself expires. H-n-H Campus is not responsible for missing or insufficient information or medication/medical food resulting in harm to your child. You are responsible to meet with your child's teacher(s) and front desk administrator to inform them of any medication or medical food, as well as care instructions pertaining to your child. *Medication/Medical Food will be stored in a designated area and may not be carried by your child or kept in your child's backpack, lunch box or diaper bag.*

## Administration of Medication

If your child has a modified diet, food supplement, medication, or medical food to be administered while attending the center a "Request for Administration of Medication" form must be completed. The form requires that the following information is thoroughly completed:

1. Type of medication, nutritional supplement, or medical food.
2. Child's name, date of birth, and weight (if needed).
3. Name of medication/nutritional supplement/medical food.

4. Exact dosage.
5. The specific time at which the medication/nutritional supplement/medical food should be administered.
6. Period of time to administer (no more than 3 consecutive days for a non-prescribed medication).
7. The medication/nutritional supplement/medical food expiration date.
8. Parent's signature and date.

Prescription medication or medical food must be sent to the center in the original container with the prescription label attached and will only be administered in accordance with the instructions on the label.

Over the counter medications or medical food must be in the original container, clearly labeled with the child's name, and will only be administered in accordance with label instructions. We cannot administer any over the counter medication or medical food for more than 3 consecutive days in a 14-day period or exceed the recommended dosage without written instructions from a physician. A "Child Medical/Physical Care Plan" which outlines symptoms and treatment procedures may be required.

All medications or medical foods must be checked in at the front desk (**NOT LEFT IN THE CLASSROOM**) so that they may be placed in the kitchen/staff room in a designated area which is up and out of reach of children, including school-aged children. Medications/medical food will only be administered by a trained staff member. Lotions, sunscreen, ointments, diaper creams, and cough drops also require the appropriate medication administration form to be completed. These may be kept in the classroom in a designated area and out of reach from all children, including school-aged children. These items, or any other medication/medical food, may not be kept in your child's backpack or cubby. School-aged children will not be allowed to carry their own medication or medical food.

Food supplements and modified diets will require a physician's statement and a "Child Medical/Physical Care Plan" to be completed by the child's parent.

Respiratory inhalers, Epi-Pens, and other emergency medications/medical food will accompany the child off-sight for class fieldtrips. Non-emergency medications and medical foods will be sent with accompany the child off site if they are required to be administered during the designated times away.

### **Communicable Disease Policy**

All children will be observed as they enter the center each day for signs of communicable disease. This responsibility will be given to a person trained in the recognition and management of communicable diseases.

The following precautions will be taken for a child suspected of having a communicable disease:

- A. The center's designated staff members who are trained in Communicable Disease recognition will notify the parent or guardian by phone of the child's condition. If a parent cannot be reached by phone, they will be contacted by email.
- B. A child with the following symptoms will be immediately isolated and discharged to his or her parent or guardian:
  1. Diarrhea (more than two abnormally loose stools within 24 hrs.).
  2. Sever or persistent coughing, causing the child to become red in the face or to make a whooping sound.
  3. Difficult or rapid breathing.
  4. Yellowish skin or eyes.
  5. Conjunctivitis-redness of the eye or eyelid, thick and purulent

- (pus) drainage, matted eyelashes, burning, itching or eye pain.
6. A temperature of 100 degrees Fahrenheit in combination with any other signs of illness.
  7. Untreated, infected skin patches, unusual spots or rashes.
  8. Unusually dark urine or gray or white stool.
  9. Stiff neck with an elevated temperature.
  10. Evidence of lice, scabies, or other parasitic infestation.
  11. Sore throat or difficulty swallowing
  12. Vomiting

Children who show signs of illness will be isolated in the lobby, kitchen, office, or Li-Bear-y, and the parent will be notified by phone. The ill child will remain with a staff member comfortably seated or on a cot until the parent arrives. Blankets, pillows and soiled clothing will be sent home to be laundered. The affected cot will be disinfected. Parents will be notified if we learn that children have been exposed to a known communicable disease.

Children may return to the center when they have been free of fever (without fever-reducing medication) and other symptoms for at least 24 hours or have completed 24 hours of a prescribed antibiotic. If they are not symptom free, a signed doctor's note will be required stating that the child has been seen and is not contagious. These rules are enforced according to ODJFS regulations.

### **Safety Policies/Emergency Plans**

1. No child will be left alone or unsupervised.
2. Parents are asked to escort their child into the center each morning and to their classroom or designated area. Kindergarten and School-agers will be signed in by their teacher. Any time that an alternative person will be picking up your child, please let teachers and administrators know.
3. Parents are responsible for their child until he or she has reached the classroom/designated area and the teacher is made aware of his or her presence. Always be certain that the teacher responsible for your child at the end of the day is aware that you are picking up. (This is especially important if you arrive while the children are outside on our playground).
4. Each classroom is equipped with a telephone so that all staff persons have access to communication in the event of an emergency.
5. All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they must make a report to the local children's services. The owner/director will immediately be notified of suspected child abuse or neglect.
6. H-n-H Campus has devised several procedures to follow in the event that an emergency would occur while a child is in our care. In the event of a fire, tornado, gas leak, loss of power or water, or a precautionary lockdown, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and/or the procedures to be followed to assure that the children are safe in the building or have arrived at the designated evacuation spot. In order to prepare children for the unlikely need to evacuate, we conduct monthly fire drills and periodic tornado and lock-down drills. Should we need to

evacuate due to fire, or the loss of power, heat, or water, our emergency destinations are the front parking lots, the playground areas, or one of the other two buildings at 8989 or 8979 Antares Ave. Parents will be contacted through Tadpoles as soon as possible stating that we have been evacuated and where you can pick up your child. If a parent cannot be reached, we will attempt to contact the emergency contacts listed on your child's enrollment information. In case of inclement weather or flood, all children will be safely secured and parents will be contacted via Tadpoles to pick up their children as soon as possible. In the unlikely event there would be an environmental threat or threat of violence, the staff will secure the children in the safest location possible, contact and follow directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

**7.** In the event that there is a serious incident at the school, we will contact ODJFS and complete a serious incident report by the next business day which will include details from the incident. Serious incidents include: death of a child at the center, a bump or blow to the head that requires first aid or medical attention, an incident, injury, or illness that requires a child to be removed from the center for medical consultation or treatment, and an unusual or unexpected incident which jeopardizes the safety of a child or employee at the center. You authorize us to provide any information related to you, your child, and the services to ODJFS and its representatives. The report will be provided to ODJFS licensing staff and to you within twenty-four hours of when the incident occurred.

**8.** Parents are asked to notify the director of any change of address or place of employment so that we are able to reach you in the event of an emergency.

**9.** The H-n-H Campus building is constructed to facilitate one main entrance from which parents and visitors may enter. Each main entrance is equipped with a security system which requires a code to enter the building.

Parents are asked **NOT** to give out building security codes. Please have alternate pickups ring the doorbell and a staff member will let them in. This ensures that all persons entering and exiting the buildings pass through the main lobby where a staff person is on duty at all times and will screen unfamiliar individuals/check ID's before being allowed to continue on to the classrooms. \*Emergency doors are locked when not in use.

**10.** Please be aware, if when picking up your child and you do not see his/her teacher (whether they have left for the day or have stepped out of the room) please be sure to notify another staff member that your child is leaving.

**11.** An emergency plan of action is in place that our entire staff is aware of should a situation occur for a lockdown.

**12.** In the event that emergency transportation is necessary, H-n-H Campus may utilize EMS to treat and transport your child. You hereby consent to the use of EMS in the event of your child's injury or illness. H-n-H Campus reserves the right to refuse childcare services to parents who refuse to grant consent for transportation to the source of emergency treatment.

## Field Trips

H-n-H Campus fieldtrips are scheduled for Summer K-5<sup>th</sup> grade children. 1<sup>st</sup> -5<sup>th</sup> grade children have the option to attend swim days at a local public pool. Written permission is required whenever a child is to leave the center on a fieldtrip or routine trip. The center will notify you with a summer packet a few months before the summer program begins. Special swimming permission slips are included in the packet for parents to complete. These permission slips will let us know your child's swimming abilities and in what depth of water they are allowed. Field trips will be conducted under the following safety policies:

1. Each child on a field trip will wear a blue campus t-shirt or an identification wrist band (while swimming)
2. Each teacher will have emergency treatment/transportation/enrollment and health information for each child on the outing, as well as all appropriate medications.
3. A first aid box will be available on each bus and at the final destination for each child on the outing.
4. At least two staff members will accompany each field trip with all staff members being trained in CPR, emergency first aid and communicable disease procedures.
5. Appropriate child restraints will be used while transporting children on all fieldtrips. (Ohio law requires that children must be transported in an approved child safety seat until they are 4 years of age and weigh at least 40 pounds. All other children should be properly restrained with a safety belt).
6. Children will be transported for all trips via H-n-H Campus school buses and will be under the direct supervision of a specified staff member.

## Records Release Policy

If you wish to have your child's records released from H-n-H Campus to any third party, you must sign a written release before we can provide any documents. Examples of records include Child Medical Statements, progress reports, Tadpoles reports, etc.

## Parking

Parents should use extreme caution when driving up to and away from the center. Please park only in designated parking spaces and never in front of the entrance doors, as this is very dangerous. Under no circumstances should a car be left in the parking lot unattended with the motor running. Please enter and exit the parking area at a reduced speed and **ABSOLUTELY NO** vehicle movement should occur in the lots when the elementary school buses are dropping off or picking up.

## Extra Child Care by H-n-H Campus Staff

Employees of H-n-H Campus are free to provide additional child care services to H-n-H Campus clients on evenings and weekends. H-n-H Campus is not liable for any employee performing child care services outside the center.

**Acts of God**

We shall not be liable or responsible to you, nor be deemed to have defaulted or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts or circumstances beyond our reasonable control including, without limitation, acts of God, flood, fire, earthquake, explosion, governmental actions, war, invasion or hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest, national emergency, revolution, insurrection, epidemic, lockouts, severe weather, strikes or other labor disputes (whether or not relating to our workforce), or restraints or delays affecting vendors or contractors, or inability or delay in obtaining supplies of adequate or suitable materials, materials or telecommunication breakdown or power outage.

**Center Parent Information**

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

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

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

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

The Administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

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



Write or Call:

HHS

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste. 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

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://ifs.ohio.gov/cdc/families.stm>