

Giant Imaginations Childcare & Learning Center

Staff/Volunteer & Parent Handbook

Policies and Procedures



Type B Home based center
Licensed through ODJFS Sept. 2016
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Mansfield, Ohio 44907

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Introduction To Program

The daycare program and its staff/volunteers would like to welcome you to Giant Imaginations Childcare & Learning Center. Please take a moment to read through this policy and procedure manual as we find it very beneficial to parents and this program. Giant Imaginations Childcare & Learning Center will adhere to ODJFS Child care licensing and regulations for children birth to 12 years.

Philosophy of Giant Imaginations Childcare & Learning Center

Children: Are entitled to a safe and nurturing environment with a schedule of routines that meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Parents: Are entitled to individual respect, support, and quality care for their children.

Staff: Are entitled to work/volunteer in an environment which recognizes and respects their training, skills, abilities, and commitment to child care and business development.

Center: Enhances the lives of children and their parents by providing a caring and supportive service.

Goals Of Giant Imaginations Childcare & Learning Center

The aim and objectives of the daycare are

1. Obtaining and maintaining a FIVE (5) Star Step Up To Quality (SUTQ) rating.
2. Assisting the children on their journey through exploration and play by providing both child directed and teacher directed learning.
3. Provide quality, safe, and consistent child care for the children enrolled.
4. Provide a stimulating and nurturing environment while fostering the total development of the child by providing an environment consisting of:
 - a. A warm, friendly atmosphere with trained childcare providers
 - b. A safe and healthy facility
 - c. A child-centered setting

- d. A variety of activities that support the physical, emotional, and intellectual needs of the children
5. Offering a variety of enrichment programs such as: Swahili Lessons, Fun In the Parks, Gardening, Music and Movement, Physical Fitness and Neighborhood Walks...etc.
6. Providing a list of community resources and referrals for families including but not limited to, food pantries, WIC, JFS, NECIC, Richland Pregnancy Services, etc.
7. Providing parents with information regarding their child's development, nutritional care, and individual needs.

Enrollment, Payments, and Waitlist

Enrollment Policy

There are several forms the make up the enrollment packet. This enrollment packet must completed and in our possession before we can assume the responsibility of caring for your child. This is to ensure that your child will get the very best care possible and satisfies the record keeping requirement of state licensing guidelines. All forms will be reviewed annually. If there are changes to any of the forms in the enrollment packet, please notify your director to update your records.

If you have any questions regarding the completion of these forms, please feel free to ask your director.

Payments

Registration Fee*: There is a \$25 Non-Refundable registration fee per family at time of enrollment. If you terminate childcare services and are gone more than 90 days and wish to return to Giant Imaginations Child Care, you must pay a \$10 re-application fee.

*This fee applies to Self-Pay clients. All ODJFS clients will have this fee waived. If an ODJFS client is dismissed due to attendance, this application fee is due before returning.

Last week security deposit: Each parent when enrolling must pay an amount equal to one week's childcare as a last week of care security deposit. This payment may be made in installments but must be paid in full within 30 days of enrolling.

Copays: ODJFS clients required to pay a copay amount are required to pay two weeks worth of their copay amounts in advance and prior to care beginning. **All Copays are due EACH Friday by Noon** unless another arrangement has been made. If other arrangements are in place, your copay is due on arranged days by noon. If your pre arranged date falls on a weekend (Saturday or Sunday, your copay is due the Friday before by the close of the business day).

If your copay is not paid on time, you will be charged a \$15 late fee. No exceptions.

Parent Vacation*: You must continue to pay your tuition on your vacation to hold your daycare spot.

Maternity Leave*: To hold a spot you must continue to pay while you are on maternity leave.

These terms also apply to clients subsidized by ODJFS. During vacations or leaves, absence days will be used at a maximum of 4 days per week. After absence days are gone, the caretaker becomes responsible for the full weekly tuition. If this tuition is not paid, and no notice to terminate services is given, children will NOT be accepted back into the program until the tuition is paid in full.

Late Fees:

A \$1.50 per minute late pickup fee will be assessed for all children picked up after their scheduled pickup time. This must be paid in cash at the time of pickup, or before the child's next regularly scheduled day. This will be strictly enforced, and habitual tardiness may result in termination of services.

- Because our facility serves families for non-traditional hours, it is important that you pick up your child based on the shift needed as indicated during your trial childcare visit. When you are late, you are taking another child's spot for care.
- Each shift has a limited number of 6 children at a time. Please be respectful and cognizant of this. If you are going to be late please give me plenty of notice so that arrangements can be made. In the event of an emergency that causes you to be late, notify me immediately.

The success of our center depends upon the prompt payment of tuition/fees in order to take care of day-to-day expenses that are encountered. Tuition and fees are computed with the following factors in mind:

- Food, health supplies, craft/activity/curriculum supplies, toys, computers, play equipment and books provided for the children
- Outside play equipment
- Employees' continuing education
- Employee wages and benefits
- Building rent, heat, electricity, telephone, maintenance, and liability insurance
- Additional time spent, each day, on record keeping, parent-provider communication; clean up from day care, and shopping trips for food and supplies

Waitlist

Policy: A waitlist will be formed when full enrollment has been reached in the daycare.

Procedure:

1. The number of children in the daycare is governed by the ODJFS Licensing Regulations.
2. Children of Young Parents returning to school to continue their education are accepted and if a space is not available the last child into the daycare will be given 2 weeks' notice of losing their space.
3. Children are accepted into the daycare on a first come basis.(This includes completed paperwork)
4. The child's name is entered on the computer according to the date of the initial phone call.
5. When an opening for the daycare occurs the Team Leader will contact the parents or guardians of the first child on the waiting list by telephone.
6. Children will be removed from the waitlist upon the following reasons:
 - Parents or guardians request
 - Child is over 5 years of age
 - Family has moved away or phone number is out of order (the client is then unreachable)

Attendance

Policy

Regular attendance at the Daycare Centre is extremely important for your child is to settle in well. Routine becomes part of your child's day.

Procedure:

Parents will notify daycare staff at least 1 hour prior to scheduled time (if arrival is prior to 7:00AM) and by 8:00AM if their child will not attend for the day.

Arrival

Children are to arrive clean and fed unless arriving before a mealtime. We will try our best to send your child home with a clean diaper and would appreciate the same courtesy upon your child's arrival.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still

apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Upon Arrival

- ~~Swipe child in using the swipe machine. NO EXCEPTIONS. If your child is with an alternate caregiver, they will need your card and password for entry into the center.~~
- (08/2020) Use Kinder Connect App to scan your child(ren) in prior to entry into the center. Attendance must be logged and completed each day. Any parent approvals need to be completed daily. Please ensure each person bringing your child has access to your app QR code/sign in.
- Put all diaper bags and extra clothing in the child's cubby or bin
- Label soothers and put all bottles that need to be kept cold in the refrigerator
- **BRIEFLY** Talk to a staff member and relate how your child's night and morning went
- Take time to settle your child and say goodbye (This should be about 1-2 minutes)

Departure

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. *If someone other than the parent is to pick up the child, please notify us ahead of time.* A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection.

Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a time where the issues can be discussed in private.

At Departure

Upon departure, parents must:

- Swipe their child out using the Swipe machine
- Sign their child out with time child is leaving
- Make personal contact with a staff member

Parent Schedules

- Care cannot be provided for your child(ren) without your schedule being current and up to date. Per ODJFS, childcare can only be rendered for approved work or school hours. Childcare hours rendered must mirror the hours listed on approved schedules provided to the provider.

- Caregivers must arrive within 30 minutes of their shift beginning and ending unless other arrangements have been made.
- All varying schedules are due each Sunday no later than 12pm and must match the shift you originally started care with. (Example you started care as second shift, you must remain in the second shift.)

Absences

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason. Parents utilizing publicly funded care are still responsible for fees and missed days. During your missed days, your child's absence days will be used. You are permitted 10 absence days per year. Once those days are gone the parent/caregiver/guardian becomes responsible for those fees.

- Note: Full time hours start at a minimum of 25 hours per week. This means 4 of your absence days will be used for full time status. Part time hours start at 8 hours per week. This means 2 of your absence days will be used.
- Failure to pay fees due to absences will lead to immediate dismissal from the program.

Late Pick Up

Policy:

It is your responsibility to pick up your child on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee of \$1.50 for every minute late. Transportation to and from the Giant Imaginations Daycare is the responsibility of each parent. If you have transportation difficulties, please notify staff immediately. Child/ren must be picked up within 30 minutes of the posted time.

Procedure:

1. Staff will make all attempts to call contact numbers including emergency contact numbers.
2. If staff are not successful in contacting anyone authorized to pick up they will call the RCCSB for Children and Family Development and the child will be released into care of RCCSB.
3. Giant Imaginations Daycare staff will not take a child home.
4. Provider/Volunteer/Substitute caregiver will document the incident so it can be put on their next week's billing.

You are expected to pick up your child within 30 minutes of your pre-arranged schedule. In order to ensure you are not assessed late fees and your absence days are not used, you must provide a weekly schedule to the director.provider.

*See policy for late fees.

Hours of Operation

Effective July 1, 2017 Giant Imaginations will only be opened Monday through Friday from 6am until 10PM.

We are a full year center. Educational operations will change during the summer and will be more play based and self exploratory. Activities within the program will be monitored and adjusted accordingly, in consultation with parents, daycare staff and other involved professionals to promote ongoing development.

The following is a list of the holidays that Giant Imaginations will be closed:

- New Year's Day
- Memorial Day
- Patriot's Day (Staff Training Day) (Monday April 16, 2018)
- Independence Day
- Labor Day
- Columbus Day (Staff Training Day) (Monday October 9, 2017)
- Thanksgiving Day and the day after
- Christmas Eve (all centers close at 3:00pm)
- Christmas Day

If one of these holidays falls on a weekend, then we will be closed either Friday or Monday.

Closings/Delays/Summer Hours (school aged children)

In the event that schools are closed due to weather for school aged children, parents must request care. It should be noted that all families were accepted into care based on what hours were needed. School aged children typically require afternoon/evening hours. This means daytime hours may not be available as spaces are taken by preschool children or infants. Because this is a Type B home childcare center, only 6 children are permitted in care at a time. Children will only be permitted into care if positions are available for the day.

In order to meet the needs of each family, it is imperative you give me your weekly schedule. If I do not have your schedule for the week, I will assume you do not need care for your children and give your space to another child/family.

Evening Care/Overnight Care

Evening and overnight hours are available upon request and prior arrangement with the provider. Children will sleep on the same level as provider in a guest bedroom in their own bed. In the event that multiple families are in need of care, children will utilize full sized resting mats which sit 3 inches from the floor. Parents are asked to provide clean adequate bedding for their children.

Indoor/Outdoor Play

Indoor play: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for outdoor play at all times. Our activities will include walks, playground, water play (sprinkler only) in summer, and others. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 90 degrees (including heat index). Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.

STAFFING

Policy:

Daycare personnel will adhere to ODJFS training and educational requirements. At times the daycare will be closed for staff training and professional development. There will be NO fee deductions for these closures as it is enhancing the quality of care each child will receive.

Procedure:

STAFF

Our child-care staff are trained and certified as Licensed Educators and Nurses through the state of Ohio. They maintain valid First Aid and whenever possible Food Safe Certificates. Many of the staff have worked in the child care field for many years. Staff continuously upgrade their education through workshops, conferences, independent study, and researching topics of interest.

STUDENTS

From time to time, the daycare will accept students seeking work experience and Early Childhood Education practicum students. We will introduce them to you and your child as they arrive at the daycare. They will have cleared criminal record checks prior to attending.

VOLUNTEERS

An interview is carried out by the Supervisor. This includes a criminal record search of all possible volunteers. To ensure that security is maintained, the number of volunteers and students will be limited.

Consideration:

Child Care Licensees need to update their licenses yearly and renew their First Aid/CPR Certification every 2 years or as indicated on their certification.

SUBSTITUTES

Policy:

Qualified substitute child care staff will be called in when regular staff are away in order to maintain the 1:6 staff/child ratio required by provincial licensing.

As of January 1, 2020, all families are required to have back up care in the case of an emergency and Giant Imaginations Child Care and Learning Center is closed. A substitute provider will be requested to continue operations but is not guaranteed. If not substitute is available, the care center will close. If a substitute provider is available, and the parent/guardian agrees to utilize the substitute, then does not bring their child(ren) for care, the parent or guardian will be responsible for the hourly rate to provide care for their child(ren) for the shift they missed. An hourly rate can be provided upon request.

Consideration:

Child Care Licensees need to update their file/licenses yearly .

GUIDANCE AND TREATMENT OF CHILDREN

Policy:

Daycare personnel will adhere to ODJFS rules and recommended requirements.

Procedure:

Activities within the program will be monitored and adjusted accordingly, in consultation with parents, daycare staff and other involved professionals to promote ongoing development. Positive guidance techniques will be used to encourage appropriate behaviour.

They include:

- a. Establishing clear, consistent, and simple limits
- b. Stating limits in a positive way
- c. Focusing on the behaviour, rather than on the child
- d. Stating what is expected, rather than pose questions
- e. Providing real choices
- f. Allowing time for children to respond to expectations
- g. Reinforce appropriate behaviour, with both words and gestures
- h. Encourage children to use the teachers as a resource when they cannot resolve issues on their own.

Inevitably there will be occurrences of inappropriate behaviour. It is at these times that there may be a need for intervention by the care giver. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- a. Gain attention in a respectful way
- b. Remind children of more appropriate behaviour
- c. Acknowledge feelings before setting limits
- d. Redirect or divert when appropriate
- e. Model problem-solving skills
- f. Offer appropriate choices
- g. Use natural and logical consequences
- h. Provide opportunities for children to make amends.

Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm. Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behaviour.

Parental Involvement

There will be times and ways you can get involved in your child's daycare experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Coming and talking about your job, when asked
- Helping your child at home with the concepts we are studying here (see monthly newsletter)
- Helping your child prepare for "Show and Tell"
- Helping to provide treats or other items for our parties

Formal Assessments:

Policy:

At this time, Giant Imaginations does not conduct formal assessments for children in care. As this facility transitions into a star rated program, formal assessments will be conducted at the indicated ages for the children in care. Once the program becomes star rated, this policy will be updated to reflect the procedures in place to do so.

Reporting Requirements/Reportable Incidents

As a child care center we are mandated reporters to the Department of Human Services if we feel a child is being abused or neglected. Always be sure to let your director know when you

drop your child off if he/she has any unexplained cuts or bruises. All children that come to daycare with injuries have them logged into the child's file.

If you ever feel that Giant Imaginations is not operating in a safe manner, please bring the matter to our attention. If you desire a copy of the state licensing guidelines, we will be happy to supply you with links and resources with that information.

REPORTABLE INCIDENTS

Policy:

Daycare personnel will adhere to Ohio Child Licensing and Quality System Regulations for reportable incidents and their definitions.

Note that an incident must be reported in residential care when a reportable incident has occurred, when abuse or neglect may have occurred, or when a person in care has witnessed a reportable incident. Reportable incidents include aggressive or unusual behavior, attempted suicide, choking, death, disease outbreak or occurrence, emergency restraint, emotional abuse, fall, financial abuse, food poisoning, medication error, missing or wandering person, motor vehicle injury, neglect, other injury, physical abuse, poisoning, service delivery problem, sexual abuse, unexpected illness.

Procedure:

ODJFS/ Ohio Child Licensing and Quality System requires a licensee to notify a child's parent or emergency contact and the medical health officer when a child is or may have been involved in a reportable incident.

How can incidents be reported?

Complete the incident report form. The completed form can be faxed, e-mailed or hand delivered to your local community care licensing office. If faxed, it is not necessary to send the original form. Retain a copy of the incident report for your records.

CHILD ABUSE:

STAFF RESPONSIBILITIES

Policy:

- Required by law to report suspected or disclosed abuse.
- Responsible to report suspicions and/or disclosures, staffs DO NOT determine if abuse has occurred.
- Failure to report abuse can result in prosecution under the Family and Child Service Act.

- Staff is NOT permitted to contact the parent, unless specifically directed to do so RCCSB.
- Reporting procedures are designed to protect the child. Our concern is the safety and well being of the child.

Procedure:

1. Inform Team Leader and/or Supervisor of your call and the reasons.
2. Call the police or Ministry for Children and Family Development to report any child that looks like they have been abused, mentally, physically or emotionally.
3. Document the reasons why you felt you had to make the call.
4. Do Not contact the parents of the child you have concerns about.

COMMUNICATION POLICY

Policy:

Giant Imaginations supports an “Open Door” Communication Policy

Procedure:

1. Parents are welcome to drop in and observe the program at any time. If consultation with a child care provider is desired, please let us know ahead of time so that the child care provider can give you their undivided attention.
2. Telephone communications is encouraged.
3. Parents can expect ongoing communication with staff concerning
 1. Their child’s progress
 2. Program activities
 3. Centre Operation
4. Parents can expect information regarding community resources to be available to them at the Centre.
5. Parents are asked to make themselves familiar with the Parent Handbook which states the Center Policies and Procedures which apply to:
 1. The care of the children
 2. The program
 3. The general operation of the Center
6. Parents concerned with the care of their child, or any incidents at the centre are urged to speak with a child care provider, and if not satisfied talk to the Program Supervisor then the Executive Director.

RELEASE OF CHILDREN POLICY

Policy:

A child will be released only to the parent or his/her legal guardian unless otherwise indicated on the registration form.

Procedure:

1. The staff must be notified in writing of any alternate arrangements.
2. Picture identification will be required if that person is not known to the daycare staff.
3. Children will not be released to anyone under the age of 16 (Related sibling) or any other person under 18 years old.

NON-CUSTODIAL PARENTS

Parents must provide a copy of any custody order and photo of non-custodial parent.

If the non-custodial parent insists that the child be released to them, the caregiver will:

- a) Calmly state the daycare's release of children policy
- b) Ensure all children and staff are safe
- c) Contact custodial parent
- d) Call MPD if parent tries to leave with the child

EMERGENCY TRANSPORTATION/MEDICAL ATTENTION POLICY

Policy:

For children who require immediate medical attention, staff will call emergency services to respond.

Procedure:

1. Staff at Giant Imaginations Childcare & Learning Center will phone for emergency transportation and/or medical attention when they deem it necessary for a child or children in their care.
2. The staff at Giant Imaginations Daycare will then call parents or emergency contacts to inform them.

CLOSING/DISCHARGE

Policy:

Giant Imaginations Childcare & Learning Center requires 2 weeks written notice for a child to be withdrawn from the daycare. Please use form attached to the application package. Discharge procedure will be used for every child discharged.

Procedure:

Children will be discharged for the following reasons:

- Family is moving
- Parents or guardians have removed child
- Children have been absent for more than 10 days without notification
- All absence days have been used and parents fail to pay for absence day

Discharge Notification Form () will be filled out on all children being discharged from the program.

INTOXICATION POLICY

Policy:

If a parent/guardian or emergency contact who appears to be intoxicated arrives at the centre to pick up a child; the daycare staff will not release the child.

Procedure:

Daycare staff will:

- Offer to call a relative or friend to pick up the parent and child.
- Offer to call a cab.
- Inform the parent that if he/she chooses to drive with or without the child, the educator will inform the police immediately.
- Call Richland County Children Services if they believe the child is in need of protection.

Infant Care Policy

Policy:

Infants and toddlers will not necessarily follow the same schedule as the preschoolers. They are not capable of sitting still for circle time, may need a morning nap, etc. Infants are always fed on demand. Breast feeding infants need to have an adequate supply stocked and properly labeled. Toddlers usually eat meals and snacks on a set meal schedule.

A report will be prepared for each infant/toddler each day. It will include things such as, time of feedings, what was eaten, amount eaten, time of diaper checks and results, times of naps, any medication given, and various comments about the child's day.

ILLNESS POLICY

Policy:

We value our clients' health as well as the health of the staff, without healthy staff we are unable to provide effective care. Giant Imaginations is a "well-child care facility". At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well being and safety of all concerned. Under no circumstances may a parent bring a sick child to daycare, if the child shows any signs of illness or is unable to participate in the normal routine and regular day care program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children want care from their parents in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to day care before full recovery

or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

Procedure:

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to day care immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call your onsite director to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

You will need to keep your child at home, or make alternate arrangements for the following conditions:

- ~~Fever over 101°F~~: Fever over 99.4 F (As of July 12, 2020)
- Infected eyes or skin.
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
- Immediately report to staff any contagious or communicable disease.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a “croupy” cough or congested to the point that he/she has heavy breathing.
- Any COVID-19 (Novel Coronavirus, SARS-2) symptoms, be they by themselves or combined, but include cough, sneezing, runny nose, fever, body aches, muscle pains or weakness, lethargy, tiredness, change in taste and smell, sore throat, headache, nausea, vomiting, diarrhea, or any newly added COVID-19 SARS-2 symptoms (As of reopening July 12, 2020).

If a child becomes sick at daycare, the parent, or if the parent is unable to be reached, the person authorized to pick up in the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible, but will not administer medication.

Symptoms requiring removal of child from day care:

- Fever: ~~Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 99.4°F is considered a fever threshold; (a child needs to be fever free for a minimum of 24 hours before returning to daycare, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)~~
 - Child must be seen by a doctor and cleared from having a COVID-19 infection follow the 14 day quarantine, and receive a letter to return from a doctor that will be kept on file. As of July 12, 2020.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Please keep the child at home until he/she is well enough to attend. Any medicine required to treat above symptoms will mean the child is too ill to attend daycare.

Example of medicine: Ibuprofen, Robitussin, Tylenol.

Immunization Policy

Policy:

Giant Imaginations Childcare & Learning Center is required by ODJFS to keep an up-to-date copy of each child's immunization record in case an outbreak should occur.

Procedure:

1. Upon enrollment the daycare staff will ask for a current immunization record for every child.
2. If a parent has decided not to have their child inoculated, the following procedures then apply:

- ~~The parent will provide a signed and dated letter stating that they have chosen not to immunize their child and that they understand the importance of immunizations, side effects and dangers of not being immunized.~~
- If an outbreak occurs, the parent will be asked to remove the non-immunized child from the center until it has been determined that the child's health is no longer at risk.
- As of January 1, 2020, No children will be accepted into care unless they are fully immunized and maintain updated immunizations on schedule. Parents are required to receive a yearly physical for their children, and it is to be submitted to provider within 13 months of the previous physical. An immunization record must be included with the physical.

COVID-19 (SARS-2, Novel Coronavirus)

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold.

- Some of the best ways to prevent spread of COVID-19 and other airborne illness such as the common cold is reducing larger gatherings, wearing protective facial masks and other protective equipment, and frequent handwashing and disinfecting, and staying home when sick.

Giant Imaginations Child Care and Learning center will follow the CDC guidelines to reduce the possible spread of COVID-19 and other infections. These practices include:

- parents/caregivers completing daily health assessments for their households and children to attend care,
- provider taking daily temperatures of parents, children, and physically observing for signs of illness
- provider wearing protective gear such as gloves, masks, facial shields
- Staggering arrival times of families
- Reducing the number of children and families in care
- Frequent disinfecting of the check-in/waiting room area
- Modifying needs to adhere to CDC recommendations as often as necessary to adapt to changes.

If anyone, parent, provider, any of the provider's household members, or children receiving care test positive for COVID-19, **Giant Imaginations is required to close immediately and report to the Richland County Health Department.** Giant Imaginations will follow all protocol and recommendations given from the health department and will not reopen until permitted to do so.

If Richland County (Ohio) progresses to a level 4 (Purple) as indicated by the Ohio Public Health Advisory System, Giant Imaginations will close until Levels return to a level 2. As of July

20, 2020, Richland County is currently at a Level 3. Caregivers should **ALWAYS** maintain a backup child care provider to ensure coverage for work and school purposes.

Based on the Ohio Department of Health's Public Health Advisory System, Giant Imaginations Child Care and Learning Center will remain in operation under Levels 1 and 2 or Codes Yellow and Orange. **Under a Level 3 (RED)** Giant Imaginations **WILL REDUCE NUMBERS to TWO families/4 children per shift**. Children/families will receive spaces based on seniority.

The CDC recommends children over the age of 2 years old wear face coverings when in public settings and around people that are not in their own home and where social distancing is difficult or impossible to maintain. **ALL CHILDREN OVER THE AGE OF 2 YEARS OLD MUST WEAR A MASK TO ATTEND CARE AT GIANT IMAGINATIONS CHILDCARE LEARNING CENTER.**

NON-PRESCRIPTION & PRESCRIPTION MEDICATIONS POLICY

Policy:

Administration of medications in daycares is regulated by ODJFS recommendations to not dispense non-prescription medications and the recommendation that parents dispense prescription medications before and after care.

This policy protects children, parents and staff. Early Childhood Educators are not formally qualified to make "judgment calls" as to when medications are appropriate. Only medication prescribed by a doctor will be administered.

Procedure:

- All medications are kept in a locked container in the rec room out of children's reach.
- Parents must inform staff of any side effects or reaction that medication may cause in a child. (ie: hives, drowsiness, diarrhea)
- **Authorization for the Administration of Prescription Medication form** must be completed by parent.
- Doctor authorization must be provided before staff can administer non-prescription and over the counter medications such as Tylenol, ibuprofen, teething gel etc...
"Authorization for the Administration of Non-Prescription Medication" form must be completed by parent and physician.
- A "medical consent" form will be filled out by a parent for each prescription required
Medication must be brought to the center in its original container with instructions from your doctor on how to administer it.
- Label must clearly show the following information:
 - Child's name
 - Name of medication

- Dosage Route (oral, nasal, rectal, eye, ear, or injection)
 - Physician's name
 - Care of medication (shake well, refrigerate)
 - Date to end administration of medication
- Any baby bottles containing medicine will not be given to the child at the daycare.
 - If the child comes in with a baby bottle containing medicine, it will be locked up and returned to the parent at the end of the day.

CLOTHING AND POSSESSIONS POLICY

Policy:

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather.

Procedure:

For infants, please provide:

- One change of clothes
- An adequate supply of diapers and wipes
- Warm outdoor clothes (mittens, hat, boots) in the Fall and Winter Sun hats, boots and raingear in the Spring and Summer

For toddlers, please provide:

- One change of clothes
- An adequate supply of diapers & wipes, pull-ups, or underpants
- Skid-proof, non-marking indoor shoes
- Warm outdoor clothing (mittens, hat, boots) in the Fall and Winter Sun hats, boots and raingear in the Spring and Summer

If needed, the Giant Imaginations has a supply of extra clothing. If your child wears an item home, please return it.

WALKS & FIELD TRIPS

Policy:

The daycare will take the children off premises for walks or field trips. Giant Imaginations will inform parents ahead of time about field trips

Procedure:

1. Staff/child ratios will be maintained on all walks or field trips.
2. First-Aid Kit and emergency cards with updated information and photo of child will be brought on all field trips or walks.

3. At least one staff member present with the children must hold a current, valid first aid certificate.
4. Access to a working telephone must be available within 5 minutes walking distance of the field trip site.
5. An emergency plan must be developed prior to field trip. All staff and volunteers in attendance at the field trip must be familiar with the emergency plan. All emergency plans should contain the telephone numbers of parents, ambulance, hospital and doctor, as well as what actions are to be taken in the event of an emergency occurring.
6. A signed informed consent form must be received from the parent/guardian of the child prior to any field trips.

Transportation for Trips/Emergencies

Policy:

Families and children will be encouraged to allow their children to attend field trips off of the premises to foster and encourage learning outside of their normal environments. This includes walking trips and trips that require transportation using a vehicle.

Procedure:

Parents will provide a permission to transport form which will include walking/driven trips. Parents not wanting to participate in trips will be required to find alternative childcare for the day. Weekly vehicle inspections will be completed for driven trips. Parents can view inspection log upon request.

Only licensed drivers over the age of 18 will transport children.

Only Substitute caregiver and Provider will transport children.

Parents may volunteer to transport their own children during field trips and are encouraged to attend field trips with children off of the daycare premises.

Parents will be notified in advance for trips out of town.

Water/Swimming Activities

Policy:

No swimming activities will take place while children are in care at Giant Imaginations Childcare & Learning Center.

PHOTOGRAPHS

Policy:

Pictures taken in the daycare will be for the enjoyment of the program participants, and for program promotion as needed. A consent form must be signed by the parent prior to the child being photographed.

Procedure:

Each parent will be asked if photos can be taken for their child. A photo consent form will be given to each parent.

Meals

We participate in the U.S.D.A. Food Program and all meals will be provided at no cost to parents. All parents will be required to fill out the USDA Eligibility Form regardless of eligibility. Any parents who refuse to participate must provide all meals, snacks and drinks.

As long as Giant Imaginations Childcare & Learning Center participates in the USDA Food Program, all meals will be provided at no extra cost. Meals will consist of breakfast, lunch, afternoon snack and dinner. Children who arrive after meal times should be fed before they arrive. Menus will be posted on the bulletin board just inside the door. Copies of the menu are provided to parents upon request. We prefer that children do not bring food, drinks, etc. from home unless requested. Children tend to think the "grass is greener . . ." when they see someone eating something different from them. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with an item from home.

It is our belief that infants should be fed on demand. If parents have another feeding schedule in mind, we will need to discuss, so that the infant's needs will be adequately met.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. We will need to have a physician's written instructions describing any foods the child is not permitted to eat. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and Snacks.

BREASTFEEDING MOTHERS

Policy:

Giant Imaginations Childcare & Learning Center is committed to providing a breastfeeding friendly environment for our enrolled children and staff.

Procedure:

- Breastfeeding mothers shall be provided a place to breastfeed or express their milk. (In the sunroom or in the upstairs living room area) Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others if they wish.

- A refrigerator will be made available for storage of expressed breast milk. Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.
- Staff shall be trained in handling breast milk. All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers. The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness.

Napping/Rest Time

Policy:

There will be a designated nap/rest time each day. All children must nap, rest, or read quietly during this period. Rest time gives children a much needed break during the day. Without rest time, some children are argumentative in the afternoon, short-tempered with others, and not real happy when they go home in the evening.

Infants nap at varying times and their schedules will be accommodated. Somewhere between 12 and 18 months, children usually drop down to one nap per day. At this time, we will attempt to put them on the scheduled nap/rest period.

Procedure:

After lunch, children will help with arranging their resting mat and blanketing. Infants under the age of 18 months will rest in a play pen.

Children will nap/rest from 1-3pm each day.

PLEASE REFRAIN FROM RINGING THE DOORBELL DURING NAP TIMES.

NO SMOKING/NO WEAPONS

Policy:

Smoking and the use of smokeless tobacco is prohibited on property, in vehicles owned by parents, caregivers, emergency providers, etc. Giant Imaginations Childcare & Learning Center and its grounds are subject to this policy of no smoking and no weapons.

Procedure: Anyone wishing to smoke must do so before enter the grounds/premises of Giant Imaginations Childcare & Learning Center located at 1195 Yorkwood Road, Mansfield, Ohio. At no time is the carrying of weapons permitted. No exceptions. Having a permit to carry is not justification for having a weapon. If provider considers carrying a weapon or having a weapon on premises, policy will be modified and parents will be notified.

Law Enforcement agents will follow their department's policies.

Disaster Plan

Giant Imaginations has a disaster plan on file. Please request to see plan or receive a copy as it is 18 pages long.

Americans with Disabilities Act

The ADA requires that child care providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the child care center's programs and services. Specifically:

- Centers cannot exclude children with disabilities from their programs unless their presence would pose a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program.
- Centers have to make *reasonable modifications* to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a *fundamental alteration*.
- Centers must provide appropriate auxiliary aids and services needed for *effective communication* with children or adults with disabilities, when doing so would not constitute an *undue burden*.
- Centers must generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the *readily achievable* standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be *fully accessible*.

Termination Policies

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two weeks notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections will have a \$20 per week late fee plus 35% collections fee added to the amount due.

Revisions to Handbook and Contract

There will be a yearly revision to this handbook and the accompanying contract. All families will sign a new contract each year. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks notice of changes.