



2026-2027
Policies &
Procedures
(Parent Handbook)

Happy Child Preschool, located at 47 E. Franklin St. is owned by the Bellbrook United Methodist Church of Bellbrook, Ohio. The program presented is non-denominational. Our school is approved and licensed by the Ohio Department of Children and Youth (DCY). The State license is posted on the bulletin board in the hallway outside the preschool office. The licensing rules governing childcare are available for review online at <https://codes.ohio.gov/ohio-administrative-code/chapters-5180:2-12>. The State operates a toll-free complaint line: **1-844-234-KIDS (5437)**. This number may be used to report a suspected violation of the licensing laws or administrative rules.

The school is authorized to serve a maximum of twenty-nine (29) children per session, 3 to 6 years of age. Happy Child Preschool does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin or disability in violation of the ADA Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Important Telephone Numbers & Email Addresses

Happy Child Preschool – 937-848-2990

Jenni Lewis, Director – 937-789-4048

Preschool Email: office@happychildpreschool.org

Teachers

Brittany Branch

Lori Bridges

Renee Brock

Eileen Petric

Jessica Snyder

School Address

Happy Child Preschool

47 E. Franklin St.

Bellbrook, OH 45305

Website: www.happychildpreschool.org

Operating hours

Mondays: 8:45am – 12:45pm

Tuesdays thru Thursdays: 8:45am – 3:15pm

Fridays: closed

Happy Child Preschool Policies and Regulations

Our Mission

To provide each child with the skills and knowledge necessary for success in the school environment

As a learning community, we value

Students – by making decisions that are in the best interest of our children and their families.

Respect – by teaching our children to value self, others, and property at all times.

Responsibility – by teaching our children to be accountable for their behavior and actions.

Achievement – by providing a nurturing environment where all children can reach success.

Innovation – by encouraging change & growth based upon the needs of our students & educational best practices.

To support our values we will

- Provide a developmentally appropriate preschool experience in a rich and safe environment.
- Provide a well-rounded curriculum that meets the individual needs of each child in the areas of Language Arts, Mathematics, Science, and the Arts.
- Provide age-appropriate activities to allow children to develop an appreciation of self and the realization that others have rights and are due respect.
- Incorporate the Ohio Department of Education Early Learning Content Standards in all areas of our curriculum.
- Provide a well-educated, qualified, caring staff in all areas.
- Provide a lunchtime enrichment program to offer parents and children the opportunity to have more in-depth programs in movement, art, and science.
- Provide a chapel program during the lunchtime enrichment program for those who want Christian education for their children.

Class Schedule – 2026-2027 School Year

We will offer our classes on the following schedule:

3-year-olds	(2-day)	Mon/Wed AM session	1 class
3-year-olds	(2-day)	Tues/Thurs AM session	1 class
4-year-olds	(4-day)	Mon/Tues/Wed/Thurs AM session	1 class
4-year-olds	(3-day)	Tues/Wed/Thurs PM session	1 class
5-year-olds	(4-day)	Mon/Tues/Wed/Thurs AM session	1 class

Preschool Daily Schedule

8:50 – 9:10am Staggered arrival based on child's class*

12:35 – 12:40pm

9:00 – 11:20am Attendance, welcome & arrival activities (weather, calendar, helpers, Pledge of

12:45 – 2:50pm Allegiance), story time, choice time, music, participate in day's activities, & snack time. Extra gym, science or art classes provided monthly, Winter's Children's Librarian visits once monthly.

11:15 – 11:20am prepare for dismissal

2:50 – 2:55pm

11:20 – 11:30am Staggered dismissal based on child's class

3:00pm

****AM CLASSES Arrival & Dismissal times are staggered by class/teacher to ease traffic congestion and to accommodate curb/car drop offs. Your child's arrival & dismissal times will be included in your welcome packet in August.***

You will be notified in writing or by email before your child leaves the school grounds to walk to local parks, the library, or downtown establishments on field trips.

Fees and Tuition

A non-refundable \$50.00 registration fee is due with your completed application form to reserve your child's place in the desired class.

Tuition is a lump sum since some months are longer or shorter.

Four (4) day program – \$1998.00

Three (3) day program – \$1863.00

Two (2) day program – \$1413.00

Payments are broken into nine monthly payments.

\$222 Per month for the four (4) day program (Mon/Tues/Wed/Thurs)

\$207 Per month for the three (3) day program (Tues/Wed/Thurs)

\$157 Per month for the two (2) day program (Mon/Wed OR Tue/Thurs)

Monthly Snack Fee – Happy Child Preschool charges \$5/month for classroom snacks.

There is a discount option for annual tuition paid in full by September 15th: 6% off if paid by check; 3% off if paid by credit card. A \$10 per month tuition discount will be given for second and subsequent children concurrently enrolled in each family. Tuition paid is non-refundable, even in the event of closures. There are no discounts granted for inclement weather or other unforeseen circumstances, absences, or vacations. Total discounts will not exceed 10% per family per year.

*****Parents who are continually late in picking up their child will be charged \$5 per minute for overtime childcare**.***

Tuition is due by the 10th of the month, even if the child is absent from class due to illness or vacation. **If payment is not made by the 15th of the month, you will be charged a \$15.00 late fee and receive a reminder. If no payment is made by the 1st of the following month, you will receive a reminder, and your child will not be able to return to school until payment is made.** Please speak to the Director before the 10th of the month if there is a problem making a payment.

Online payments can be made by e-check or credit card thru the secure childcare center management software or app – **Brightwheel**. Parents will receive an email invitation to join Happy Child Preschool's *Brightwheel* account when their child is registered. If you prefer to pay by check or cash, please see the director.

There is a \$20.00 returned check/failed credit process charge.

All policies and tuition rates are set and approved by the Board of Directors of Happy Child Preschool each year.

Arrival/Dismissal Procedure

Please arrive during your assigned drop off time & pick up times as listed in your August welcome packet. The director or a teacher will be at the door to meet you and your child. Your child will enter and meet up with his/her classmates and teacher in an assigned spot in the lobby for handwashing prior to going up to the classrooms. Please note all parents must complete good-bye hugs & kisses prior to students entering the school. **At the end of the school day, PLEASE BE ON TIME to pick-up your child as they tend to become concerned if there is no one to take them home. Parents who are continually late in picking up their child will be charged \$5 per minute for overtime childcare.**

At departure, please wait outside the main red double doors. Your child's teacher will walk the students down from the classroom & complete departure handwashing. Once the director or a teacher sees you waiting outside, your child will be released to you. Please support us in our arrival and dismissal processes.

If your child will not be at school on his/her normal school day, please notify us of the absence. You may send a message in *Brightwheel*, call or email the preschool or text your child's teacher. We will follow up on all unexplained absences within 1 hour of expected arrival time.

School Year Calendar

Our school year starts in early September and ends in mid-May. We follow Bellbrook-Sugarcreek Schools calendar for school holidays and breaks (except for delayed starts or early dismissals for staff professional development). We follow Bellbrook-Sugarcreek Schools for weather-related closings and delays. Your child's class key dates with all scheduled holidays, closings and breaks will be distributed prior to the first day of school.

Class Size and Time

Classes will be broken into age levels and class size will be limited according to age group. There will be no more than nine (9) in 3-year-old classes, nine (9) in 4-year-old classes and nine (9) in 5-year-old classes. General class time will be 9:00-11:30am OR 12:35-3:00pm. Student-teacher ratio will be equal to or less than 9:1 for all classes. There will be at least three (3) staff members present during the AM session and two (2) staff members present during the PM session.

Release of Child from School

A child will be released ONLY to his/her parent or guardian unless a note is received from the parent or guardian allowing another person to pick the child up. The note must include a description of the person and their car. Parents may also submit a **Parental Permission for Student Pick Up Form** at the beginning of the school year granting permission for others to pick up their child. People other than parents **MUST SHOW A PHOTO ID** for a child to be released to them.

Custody Agreements

If there are custody concerns with your child, please submit copies of any pertinent papers prior to the beginning of the school year. Also provide a list of people who have permission and those who **DO NOT** have permission to pick-up your child.

School Dress

Dress your child comfortably for school. Aside from picture day and programs, which will be noted on the calendar, please do not send your child in clothes you do not want to get messy. We make every attempt to prevent any messes, but we cannot guarantee that it won't. We also include movement & gym activities in our daily routine, so please have your child wear comfortable tennis shoes or sneakers. During the winter months, we will keep the temperature in the building between 66-68 degrees so you may want to dress your child a little warmer during this time.

School Supply Fee

Happy Child Preschool will charge a 1-time school supply fee to cover the cost of all school supplies to be used during the school year. This fee also includes the cost of your child's reusable canvas tote bag and the monthly classroom magazines. This fee will be added to your October invoice.

Snack Policy

Happy Child Preschool will provide all daily snacks and charge a \$5 snack fee per month to cover the cost. A copy of the snacks routinely offered is posted on the parent information board in the preschool.

We will celebrate birthdays in the classroom during snack time with a special preschool supplied small treat. Parents may send in goodie bags to send home with classmates. ***Sweet treats (cookies, cupcakes, donuts) are not permitted to be sent in for snack time.***

Transition Policy

Class assignment is determined by the child's age. They must be 3, 4, or 5 by September 30th. Enrollment for a class is from September through May, with transition to the next age class the following September. Children who are transitioning to a 4-, or 5-year-old program will be introduced to their teacher at the end of the school year to discuss future experiences in the next year's class. Books about going to school will be read during the first month of school. For children transitioning to kindergarten, we will read stories towards the end of the school year about kindergarten. Parents and children are encouraged to visit the kindergarten school & teacher the summer before the school year starts.

Enrollment

PRIOR to the 1st Day of School, the school must have the Child Enrollment Form for Early Care and Education Programs (DCY Form 1234) and Happy Child Preschool Fee Agreement Form. Your child's current immunization record or a signed statement waiving immunizations must be received by September 30th and every 13 months thereafter.

Disenrollment

If you plan to permanently remove your child from the facility, please give a minimum of **30 days notice** in writing to the Director. This will give time for the space in class to be filled.

Social Media Policy

The Director (or authorized personnel) may post pictures of students and school activities on Happy Child Preschool's official website, Facebook and/or Instagram accounts, or be shared with the Bellbrook United Methodist Church. Parental permission for photo release is included in the annual Fee & Agreement Form. Staff will not post student pictures on their own personal social media accounts. Teachers will send photos of students and classroom activities through the childcare center management app **Brightwheel**, which may be seen by parents in each classroom. School programs will include slide shows of students.

Medical Emergency Plan

The teachers of this preschool are trained in First Aid, CPR, Communicable Disease Recognition & Child Abuse Awareness. First aid kits are in the pre-school office and in all the pre-school room cabinets marked with a red cross. If needed, the preschool has access to an Automated External Defibrillator (AED) located outside the staff bathroom in the preschool and a LifeVac (choking rescue device) located outside the kitchen in the Community Room. All possible efforts are made to avoid accidents & injuries.

We will follow first aid directions for an emergency:

1. Call 911
2. Call the parent and/or other person to be notified in case of emergency.
3. Have a teacher stay with the child.
4. Have child's medical records available.
5. Follow parent's directions on medical authorization form

An incident/injury report will be sent to parents for any of the following reasons:

1. Illness, accident or injury which requires first aid treatment
2. Bump or blow to the head
3. Emergency transporting*
4. Unusual or unexpected event which jeopardizes the safety of children or staff

We strongly encourage parents to give permission for transport in the event of an emergency. We will provide services for children whose parents have refused permission for emergency transport; however, parents refusing this permission must clearly indicate on his/her child's application who to contact in the event of an emergency after we have called 911. **In the event a student requires emergency transport, a Happy Child Staff member will always remain with a student until a parent arrives and is reunified with his/her child.*

School Closings & Delays

Our school closing policy is as follows:

1. Please check local news/internet websites for closing information. We follow **Bellbrook-Sugarcreek Schools** for school closings and delays.
2. If Bellbrook-Sugarcreek Schools are closed due to inclement weather, we will be closed. There will be **NO enrichment class**.
3. If Bellbrook-Sugarcreek Schools operate on a 2-hour delay, **AM classes will operate on a 1-hour delay** with classes beginning at the 10:00am hour and normal dismissal at 11:30. A morning delay will not impact the PM classes. We will still have lunchtime enrichment classes.
4. If Bellbrook-Sugarcreek schools dismiss early due to weather, we may dismiss early. We will notify parents to pick up early. There will be **NO enrichment class**.
5. School vacations & holidays will follow the **Bellbrook-Sugarcreek Schools** calendar. We do not follow Bellbrook-Sugarcreek Schools 2-hour delays/early releases for staff professional development.

Make Up Days

Our inclement weather closure make-up policy is as follows:

1. The number of days a child attends each week determines the number of closings allotted in a school year. For example, students who attend a 2-day/week class are given 2 inclement weather days; students who attend a 3-day/week class are given 3 inclement weather days, etc.
2. Make up days or extended sessions may be scheduled after the number of missed days exceeds the allotted number per class. Every effort will be made to make up excessive closures; however, some situations may prevent all days & times being made up in its entirety.
3. Make up days or extended sessions will be scheduled based on classroom availability & teachers' schedules.
4. Some make up days may be scheduled during a non-regular class day (example – classes that meet Monday thru Thursday, or Tuesday-Thursday, may have a make up day scheduled on a Friday).
5. For morning classes that are not able to make up a separate day, teachers may extend the normal class day, having students stay for lunch & enrichment (at no cost to the parent) & return to the classroom until 1:30pm.

Parent Participation

Parents are permitted unlimited visits to our school at any time. We have found that it is usually better for the child to have the parental visit come after the first two (2) weeks of school. This will allow the child to become better adjusted to pre-school life. Please advise the teacher of the date of your visit. Any parent, custodian, or guardian of a child enrolled in Happy Child shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, guardian shall notify the Director of his/her presence.

Parents are urged to take an active part in the education of their child(ren). We do our best to help your child learn, and your involvement in our program helps your child to accept school as a very positive experience. We urge you to participate in our program in the following ways:

1. Read our monthly calendar and keep up to date.
2. Attend conferences with your child's teacher when requested.
3. Attend field trips when possible.
4. Coordinate or assist with class parties.
5. Talk to your child about what they do each day at school.
6. Read to your child daily.
7. Keep us informed of any major changes in your child's life that could cause behavior changes.

Parents who have concerns about their child's class or teacher should talk with the teacher or to the Director. Staff members who have a concern should speak with the Director about the concern. If a satisfactory solution cannot be obtained, the parent or staff member may submit their concerns in writing to the HC Preschool Board.

Evaluations will be sent home in January and May. Conferences will be scheduled in January and at any other time the parent or teacher deems necessary.

Child Screening Program

Happy Child Preschool has partnered with Goodwill Easter Seals to provide students with a free, optional developmental screening each year. Parents are requested to begin the screening process through a secure on-line screening tool. Answers to these questions will determine what, if any, additional in-person assessments are required. Parents will be required to sign a permission form before an in-person or teacher-led assessment will take place. A copy of the original screening form, a letter explaining the results, and parenting information on timely developmental issues will be sent home after all screenings have been completed.

In the event of a suspected delay based on the screening results, the family will be given the contact information of the Child Outreach Specialist who performed the screening to discuss the results. In some cases, a child may benefit from a more comprehensive evaluation. Our Goodwill Easter Seals Screener can assist with referrals to local school districts and provide additional community resources to support your child's development. Because we do not currently participate in Step Up to Quality, our program is not required to report child screening level data to DCY.

Miscellaneous Information

We only offer preschool services for preschool children aged 3-6. All students must be toilet trained. We do not offer infant care, diaper checks, napping and resting, or non-traditional care (evening & overnight care).

Happy Child Preschool does not participate in Step Up To Quality (Ohio's rating & improvement system overseen by ODE & DCY).

It is the desire of the faculty and owners of this institution to have a good relationship with the parents of students. Should you have any questions, comments, or suggestions, please do not hesitate to talk to us. References for the school will be given upon request.

Discipline & Guidance Policy

We use open-ended, positive learning experiences for your child whenever possible; however, sometimes misbehaviors occur.

Redirection is the first approach we take. However, if that is unsuccessful:

1. The teacher will speak to the child about the behavior problem.
2. If the child continues to misbehave, they will be separated from their group for a short period of time to talk to the Director.
3. If it is determined that the child is creating a danger to themselves or others, the parent will be asked to pick up the child immediately.
4. Discipline measures will be taken if the child is willfully hurting another child or teacher, is destroying property and/or is destroying another child's self-worth.

In addition, the following shall be strictly observed:

1. There shall be no cruel, harsh, or unusual punishments.
2. No discipline technique shall be delegated to any other child.
3. No physical restraints shall be used to confine a child.
4. No child shall be locked in a room.

5. No child shall be humiliated or subjected to verbal abuse.
6. Discipline shall not be imposed for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. No corporal punishment will be employed.

It is the desire of the teachers of this school that every child develops themselves both as an individual and as a part of a social group. Self-discipline is an important element in their development process, thus the need for some type of discipline policy. It is our hope that children will enjoy their time in our school, and that it will remain a positive memory as they continue through their school years.

Occasionally, a child may need to be permanently disenrolled from Happy Child Preschool for persistent, improper, or unruly behavior that threatens the safety of themselves, other students and teachers. If a child is permanently disenrolled from Happy Child Preschool due to the child's behavior, the child will not be allowed back into our program, unless under a doctor's care and instruction for a probationary period of 2 weeks to assess and determine if re-enrollment is feasible.

This Discipline and Guidance policy applies to all employees of the school. If an employee has an issue, they may contact the Staff Parish Relations Committee of Bellbrook UMC.

School Safety Policy

Fire Drills: Monthly Tornado Drills: Monthly in September, March, April, and May Lock Down Drills: Quarterly.

Field Trips: We will only do walking field trips to establishments located in downtown Bellbrook. Prior to field trips, signed permission slips are required to be on file with the teacher. Parents will be notified in advance prior to any field trips. Parents are encouraged to chaperone. There will be a minimum of two Happy Child teachers on walking field trips. A first aid kit, EMT form, and medical forms will be taken on all field trips, and a person trained in first aid will be on the trip with the children. Children will have name tags for identification. We do not visit any swimming or water activity locations.

Outdoor Play: During warmer weather months, we will try to go outside daily, weather permitting. We will not go outside when temperatures are below 50° or above 90° or in rainy, wet weather. We will take short walks around the church, go on scavenger hunts, play in the secured side yard, draw with sidewalk chalk, blow bubbles, and explore nature. Please keep this in mind as you send your child to school each day and remember jackets in cooler temperatures.

Safety: The church building is locked and secure during all preschool operating hours. The church and preschool use a RING doorbell to provide visualization of who is at the door prior to granting entry. We have a complete set of safety rules posted in each classroom. A telephone is in each classroom with a complete set of all emergency numbers. Also posted in each room is a plan for action in case of fire or weather alert. In case of an environmental/violence situation, we will follow instructions from civil authorities. All students will remain with the teacher in a secure location. In loss of power, heat or water, school will be cancelled or closed. Parents will be contacted by teachers to pick-up children. All classrooms have a lock if needed for a lock down situation. Each teacher has emergency information for her students in her attendance book.

Abuse: The name of any child who is suspected of being abused or neglected will be reported to the proper authorities, as required under Section 2151.421 of the ORC, by the preschool staff. All teachers and staff of Happy Child Preschool are mandatory reporters.

Spray Aerosols: Spray aerosols shall not be used when children are present in the school.

Supervision: No child will be left alone or unsupervised at any time.

Smoking Policy: This is a non-smoking/non-vaping facility at all times including outside during pickup & drop off times.

Prohibited Program Content: Staff members are prohibited from exposing students to inappropriate language, media and behavior. Teachers will carefully select age-appropriate materials (including toys, books, videos, songs, etc.) that support Happy Child's mission while also ensuring that inappropriate language, media and behaviors are not included.

Communicable Disease Policy

All staff members are trained in signs and symptoms of illness and in hand washing and disinfection procedures. We **do not** encourage mildly ill children to attend school.

A child is considered to be sick when demonstrating any of the following symptoms and should not be sent to school:

- Temperature of at least 100° F when in combination with any other sign or symptom of illness.
- Diarrhea (3 or more abnormally, unexpectedly or unexplained loose stools within a 24 hr period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Children showing signs of any of the above will be considered to be carrying a communicable disease and should not be brought to preschool. If the child becomes ill while at school, the parents or guardian will be notified to pick up the child. The child will be removed from the classroom and go to the director's office and made as comfortable as possible on a cot until the parent arrives. An adult will be within sight & hearing of a child who is isolated due to illness. No child is ever left alone or unsupervised. The child will not be re-admitted to the school until he/she is symptom free for a period of 24 hours or until a physician's written permission verifies that the child is no longer contagious.

Parents will need to advise the school if his/her child contracts a communicable disease. The ODH disease chart is posted in each classroom. Parents will be notified in writing or by email of communicable disease exposure.

Children who are not feeling well but are not exhibiting any of the above symptoms are considered "mildly ill" and will be cared for and observed for further signs of illness. We do not provide care for mildly ill children who cannot participate in daily activities of the center. If a child is unable to participate due to illness, parents will be notified for immediate pickup.

Staff members exhibiting any of the above symptoms will be sent home and a substitute staff member will replace them. Staff members are trained in the recognition of communicable disease by a licensed physician, R.N. or by the Red Cross.

Administration of Medicine and Topical Products

If a parent wishes to have medication, a food supplement, a special diet administered or topical products applied by a staff member, a **Healthcare Plan Documentation & Permission to Administer Medication for Early Care and Education Programs Form (DCY form 1236)** must be completed, signed and on file with the school. Please see the Director for more information and the required forms. In accordance with the Americans with Disabilities Act (ADA), Happy Child Preschool will administer medication and care procedures to children with disabilities.

Child's Medical Requirement for enrollment

A child's current list of immunizations must be submitted within thirty (30) days of enrollment.* Immunization requirements may be waived by the director with a written request for exemption if one of the following statements is provided:

1. A statement from a licensed physician, physician's assistant (PA) or advanced registered nurse practitioner (ARNP) that one or more of the following apply: The child is in the process of being immunized; an immunization against a disease is medically contraindicated of the child, or an immunization against a disease is not medically appropriate for the child's age.
2. A signed statement from the child's parents that they have declined to have the child immunized against disease for reasons of conscience, including religious convictions.

A child's updated immunization record (or signed waiver) must be submitted every 13 months.

***Children who do not have a immunization record or signed waiver on file within 30 days of enrollment will not be permitted to return to school until it is received.**

Center Parent Information

This child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.

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

Any parent of a child enrolled in the center is 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 is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at <https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search>.

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 DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call:

OCC/ACF/HHS
Southwest Region
1301 Young Street, Suite 958
Dallas, TX 75202
214-767-3849

Write or Call:

ODJFS
Bureau of Civil Rights
30 E. Broad St., 30th 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
bcr-fax@jfs.ohio.gov (e-fax)
Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://childrenandyouth.ohio.gov/for-families>.

For more information on Medicaid health screenings and early intervention services for your child, please visit <https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/> and <https://ohioearlyintervention.org>.

For information on cash food assistance, please visit <https://jfs.ohio.gov/cash-food-assistance>.