

Ohio Department of Job and Family Services  
**CHILD ENROLLMENT AND HEALTH INFORMATION  
 FOR CHILD CARE**

**This form shall be completed prior to the child's first day of attendance and updated annually and as needed.**

Child's Name		Date of Birth		First Day at Program/Home	
Home Address				City	
State		Zip Code	Home Telephone Number		
Parent/Guardian Name #1			Relationship to Child		
Home Address <input type="checkbox"/> Same as Child's			Home Telephone Number <input type="checkbox"/> Same as Child's		
City			State	Zip	
Email Address (if applicable)			Cell Phone (if applicable)		
Parent's Work/School Name			Parent's Work/School Telephone Number		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the program/home requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please indicate which information above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email					
Where can you be reached while your child is in this program/home?					
Parent/Guardian Name #2			Relationship to Child		
Home Address <input type="checkbox"/> Same as Child's			Home Telephone Number <input type="checkbox"/> Same as Child's		
City			State	Zip	
Email Address (if applicable)			Cell Phone		
Parent's Work/School Name			Parent's Work/School Telephone Number		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the program/home, requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please indicate which information above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email					
Where can you be reached while your child is in this program/home?					
<b>Emergency Contacts:</b> Parents <b>cannot be listed</b> as emergency contacts. List the name of <b>at least one person</b> who can be contacted in the event of an emergency or illness <b>if you cannot be reached</b> . Any person listed should be able to assist in contacting you. At least one person listed must be able to take responsibility for the child in case the parent/guardian cannot be contacted and should be at least 18 years of age.					
Name			Name		
City		State	City		State
Telephone Number		Relationship to Child	Telephone Number		Relationship to Child
Other numbers where emergency contact can be reached (if applicable)			Other numbers where emergency contact can be reached (if applicable)		
Name of Physician or Clinic/Hospital					
Street Address					
City		State	Telephone Number		

Child's Name
<b>Allergies, Special Health or Medical Conditions, and Medical Foods</b>
Fill in this section accurately and completely. Please note that if your child has a <b>current</b> health or medical condition requiring child care staff to perform child specific care, such as: to monitor the condition, provide treatment, care, or to give medication, the JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed and be kept on file at the program/home.
Does your child have any food, medication or environmental allergies? ( <i>check all that apply</i> ) <input type="checkbox"/> No <input type="checkbox"/> Yes - <i>check all that apply</i> <input type="checkbox"/> Food <input type="checkbox"/> Medication <input type="checkbox"/> Environmental    Please list and explain:
Does your child's allergy/allergies require child care staff to monitor your child for symptoms to take action if a reaction occurs, or give emergency medication to your child? ( <i>check one</i> ) <input type="checkbox"/> No <input type="checkbox"/> Yes - a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed.
Does your child have a developmental delay or special health or medical condition? ( <i>check one</i> ) <input type="checkbox"/> No <input type="checkbox"/> Yes - please explain
Does the special health or medical condition require child care staff to perform a procedure, or perform child specific care such as: to monitor your child for symptoms or administer medication during child care hours? ( <i>check one</i> ) <input type="checkbox"/> No <input type="checkbox"/> Yes - a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed.
Is your child currently using any medication or medical food? ( <i>check one</i> ) <input type="checkbox"/> No <input type="checkbox"/> Yes - please explain
If yes, does this medication or medical food need to be administered at the child care program/home? <input type="checkbox"/> No <input type="checkbox"/> Yes - a JFS 01217 "Request for Administration of Medication" must be completed and kept on file for each medication and a JFS 01236 "Child Medical/Physical Care Plan for Child Care" must be completed for the medical food.
Does your child have any dietary restrictions, including those for medical, religious or cultural reasons? ( <i>check one</i> ) <input type="checkbox"/> No <input type="checkbox"/> Yes - please explain
Does this dietary restriction require a modified diet that eliminates all types of fluid milk or an entire food group? <input type="checkbox"/> No <input type="checkbox"/> Yes - written instructions from the child's health care provider must be on file. <input type="checkbox"/> N/A - program does not provide meals or snacks to the child.

Child's Name

List any history of hospitalization, outpatient surgery, or previous health concerns that would be needed to assist the staff or **medical personnel** in an emergency situation.

Not applicable

List any additional information about your child that would be useful for staff to know, such as fears or ways that your child prefers to be comforted.

Not applicable

List any additional information about your child that would be useful for staff to know, such as eating or sleeping habits.

Not applicable

List any additional information about your child that would be useful for staff to know, such as special routines, or behavior needs.

Not applicable

Child's Name
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**Diapering Statement**

Is your child toilet trained? <input type="checkbox"/> Yes (If yes, skip to Emergency Transportation Authorization section) <input type="checkbox"/> No (If no, fill out the following:) The program's policy is to check diapers every ____ hours. Please indicate if you want your child's diaper checked according to the program's policy or another: <input type="checkbox"/> I agree with the program's schedule <input type="checkbox"/> I do not agree, please check my child's diaper every ____ hours.	
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**Emergency Transportation Authorization**

<b>Give <u>Permission</u> to Transport</b>	<b>OR</b>	<b>Do Not Give <u>Permission</u> to Transport</b>
Program or Home Name	Do not sign both	Program or Home Name
<b>has permission</b> to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which my child will be transported.		<b>does not have permission</b> to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. I wish for the following action to be taken:
Parent's Signature _____ Date _____		Parent's Signature _____ Date _____

**Acknowledgement of Policies and Procedures**

I have reviewed and received a copy of the program's or home's policies and procedures/handbook. <input type="checkbox"/> Yes <input type="checkbox"/> No (check one)	
This form, after being completed and signed by the parent/guardian, must be reviewed for completeness and signed by the administrator/designee prior to the child receiving care.	
Parent/Guardian Signature(s)	Date
Administrator/Designee Signature	Date

The form is to be initialed and dated, at least annually, after it has been reviewed by the parent/guardian. This is to indicate all information has stayed the same or changes have been noted. If significant changes are needed, please complete a new form.			
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review

**Note:**

This is a prescribed form which must be used by child care providers to meet the requirements to rules 5101:2-12-15, 5101:2-13-15, and 5101:2-14-04. This form must be on file at the program or home on or before the child's first day of attendance and thereafter while the child is enrolled.

Ohio Department of Job and Family Services  
**REQUEST FOR ADMINISTRATION OF MEDICATION FOR CHILD CARE**

<p>This form is to be completed for each prescription or non-prescription medication that a child needs to receive while in care.</p> <p>It is not required to be completed for topical products, lotions, or if the medication is required by a health care plan (JFS 01236).</p>		
Child's Name	Date of Birth <i>(if needed to determine the correct dosage)</i>	Weight <i>(if needed to determine the correct dosage)</i>
<b>Box 1</b> The following section must always be completed by the parent/guardian.		
Name of medication	Dosage     <input type="checkbox"/> See attached	
To be administered at the following times	For the following period of time	Medication expiration date
<p><i>I understand:</i></p> <ol style="list-style-type: none"> <li>1. This form expires twelve months from the date of my signature, if box 2 has not been completed.</li> <li>2. That my child must receive at least one dose of medication at home prior to the program administering the medication (unless the medication is used for emergencies).</li> </ol>		
Signature of Parent/Guardian	Date	
<b>Box 2</b> The following section must be completed by a licensed physician, licensed dentist, advanced practice registered nurse or certified physician's assistant when any of the following apply:		
<ol style="list-style-type: none"> <li>1. The nonprescription medication contains codeine or aspirin;</li> <li>2. A physician's instruction is needed for a nonprescription medication;</li> <li>3. The child does not meet the minimum age or weight requirements as listed on the label instructions on the nonprescription medication;</li> <li>4. The nonprescription medication is to be given longer than three consecutive days within a fourteen-day period;</li> <li>5. The intended use differs from the manufacturer's instructions or use</li> </ol>		

Instructions

See Attached

Possible side effects to watch for are

See Attached

*The child is under my care and should receive the above medication as written. I understand this form expires twelve months from the date of my signature.*

Signature of licensed physician, licensed dentist, advanced practice registered nurse or certified physician's assistant

Date of Signature

Phone Number



Ohio Department of Job and Family Services

**CHILD MEDICAL STATEMENT FOR CHILD CARE**

Child's Name ( <i>print or type</i> )		Date of Birth
<b>Note: Sections A and B must be completed by the examining Health Care Practitioner (Physician/Physician's Assistant/Advanced Practice Registered Nurse/Certified Nurse Practitioner):</b>		
<b>Section A- EXAMINATION</b>		
√ The above named child has been examined.		
√ The above named child is in suitable condition for participation in group care (i.e. free of infectious disease, mentally and physically fit to be in group care).		
√ The above named child does not have allergies OR is allergic to the following ( <i>please list in space below</i> ):		
<input type="checkbox"/> Additional information that will assist the child care program in providing appropriate child care for the above named child (special health care and developmental considerations) accompanies this form.		
Optional: Measurements and Recommended Assessments/Screenings Height _____ Vision _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Lead _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Weight _____ Hearing _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Hemoglobin _____ <input type="checkbox"/> Yes <input type="checkbox"/> No BMI _____ Dental _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Other: _____ Notes:		
Signature of Examining Health Care Practitioner		Date of Examination
Name of Examining Health Care Practitioner		Telephone Number
Street Address	City, State and Zip Code	

**ATTACH A COPY OF THE CHILD'S IMMUNIZATION RECORD INCLUDING DATES (MM/DD/YYYY FORMAT) OF DOSES OF ALL IMMUNIZATIONS.**

<b>IMMUNIZATION (Complete ONLY ONE SECTION below)</b>	
<b>Section 5104.014 of the Ohio Revised Code requires immunizations against the following diseases:</b> Chicken pox, Diphtheria, Haemophilus influenzae type b, Hepatitis A, Hepatitis B, Influenza, Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella and Tetanus.	
<b>Section B - To be completed by the EXAMINING HEALTH CARE PRACTITIONER:</b>	Initials of Examining Health Care Practitioner
<input type="checkbox"/> The above named child has been immunized against the diseases listed above.  <i>If an immunization is medically contraindicated or not medically appropriate for the child's age, note any exceptions by listing the specific immunization(s):</i>	Date
<b>Section C - To be completed by the child's parent ONLY IF WAIVING AN IMMUNIZATION(S):</b>	Signature of Parent
<input type="checkbox"/> I have declined to have my child immunized for reasons of conscience, including religious convictions against all of the diseases listed above or against the following disease(s):	Date





## Child and Family Information

Child's Name \_\_\_\_\_

Age \_\_\_\_\_ DOB \_\_\_\_\_ Sex \_\_\_\_\_

### 1. Personal History

Birth Wt \_\_\_\_\_ City/State of Birth \_\_\_\_\_

Name all persons who live in the same household as this child and state relationship.

Name	Relationship
_____	_____
_____	_____
_____	_____

Was this child adopted?      Y      N      NA

Does he/she know?      Y      N      NA

How old was child when adopted? \_\_\_\_\_

What is the primary language spoken in your child's home? \_\_\_\_\_

Are there any cultural or religious practices of your family we should be aware of?  
(Dietary restrictions, clothing, head coverings, etc.)      Y      N

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Emotional History

Describe your child's nature (shy, talkative, aggressive, etc). \_\_\_\_\_



Please explain the process used. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What words, gesture, or signs does your child use if he/she needs to use the bathroom?

\_\_\_\_\_  
\_\_\_\_\_

### 6. Sleep History

Child's bedtime is \_\_\_\_\_. Child wakes at \_\_\_\_\_.

Naps are from \_\_\_\_\_ to \_\_\_\_\_.

My child hasn't napped since age \_\_\_\_\_.

Item(s) my child sleeps with \_\_\_\_\_.

Mood when waking up is \_\_\_\_\_.

How is your child put to sleep? (Needs to be rocked, needs music, must be on tummy, needs blanket, etc) \_\_\_\_\_  
\_\_\_\_\_

Describe child's sleep pattern. (heavy, light, restless, etc) \_\_\_\_\_  
\_\_\_\_\_

### 7. Miscellaneous

What discipline techniques work for your \_\_\_\_\_  
\_\_\_\_\_

What are your expectations of this program? \_\_\_\_\_  
\_\_\_\_\_

Are there any changes or transitions that your child has recently experienced or is experiencing? (moved from crib to bed, divorce, new home, death of a family member, friend or pet) Additional detail \_\_\_\_\_  
\_\_\_\_\_



ASQ Parent/Guardian Consent Form

The Ages and Stages Questionnaire (ASQ) is a parent-report developmental screening consisting of a series of questionnaires that screen and monitor a child's development between the ages of two months to five years old. The activities discussed in each questionnaire reflect the developmental milestones for each age group. Questions will address all areas of development: communication, fine and gross motor skills, problem solving, and personal social. Questionnaires may be used at a single point in time for a onetime screening or at numerous intervals for ongoing monitoring.

The results can assist in determining if the child is developing on track or if the child may need a more in-depth assessment to identify the need for specialized services. Research has shown that the sooner children are identified as needing additional services to address delays and the sooner they get help, the better the child's chance of making significant developmental strides.

If you have any questions or concerns please contact the center Director at 513-644-2555

\_\_\_\_\_  
Child's name

\_\_\_\_\_  
Date of birth

I understand that my signature below gives consent for my child to participate in a developmental monitoring program using the standardized Ages and Stages Questionnaire.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Name



**PHOTO/MEDIA RELEASE FORM SLIP**

I, \_\_\_\_\_ Do give Dazzling Tots Learning Center to include my child in any media coverage on the Website or Any social media Platform that is positive and in good taste of child care needs that enhances (DTLC) and or activities.

I, \_\_\_\_\_ Do not give Dazzling Tots Learning Center to include my child in media coverage at this time.

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Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Dazzling Tots Learning Center



## CHILD PICK UP PERMISSION FORM

The list of following people below are allowed to pickup my child from DAZZLING TOTS LEARNING CENTER. I understand it is required when these people pick up, they **MUST** have photo identification. A copy of that identification Will be made and placed in your child's file.

**\*\* NO ONE CAN PICK UP YOUR CHILD UNLESS THEY ARE ON THIS LIST OR PRIOR WRITTEN VERIFICATION WAS GIVEN TO THE CHILD CARE, THEY MUST ALSO HAVE A PROP FORM OF IDENTIFICATION OR THE CHILD WILL NOT BE ABLE TO LEAVE WITHOUT PARENTAL PICKUP\*\***

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

RELATIONSHIP TO PARENT/GUARDIAN: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

RELATIONSHIP TO PARENT/GUARDIAN: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

RELATIONSHIP TO PARENT/GUARDIAN: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

RELATIONSHIP TO PARENT/GUARDIAN: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

RELATIONSHIP TO PARENT/GUARDIAN: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Dazzling Tots Learning Center



## PARENT CONTACT INFORMATION

Student's Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_

Cell Phone Number: (\_\_\_\_) \_\_\_\_\_ Text: Yes \_\_\_ NO \_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

Cell Phone Number: (\_\_\_\_) \_\_\_\_\_ Text: Yes \_\_\_ NO \_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Step-Mother's Name:** \_\_\_\_\_

Cell Phone Number: (\_\_\_\_) \_\_\_\_\_ Text: Yes \_\_\_ NO \_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Step- Father's Name:** \_\_\_\_\_

Cell Phone Number: (\_\_\_\_) \_\_\_\_\_ Text: Yes \_\_\_ NO \_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

# Dazzling Tots Learning Center

## Parent Handbook Policies and Procedures

9716 Columbus Cincinnati Rd.  
Cincinnati, OH 45241

[DazzlingTotsLC@gmail.com](mailto:DazzlingTotsLC@gmail.com)

(Updated Sept 2023)



**ENROLLMENT** Child Enrollment and Health Information forms, including current immunization records, must be completed in full and signed by the parent or guardian. A medical statement signed and stamped by your child's physician must be turned into the center within the first thirty days of enrollment. If you opt out of certain or all immunizations, your child's physician must complete the Child's Medical Statement. The physician must state the reason why the child was not immunized. A written plan is required for any child under 1 year of age.

**PARENT RESPONSIBILITIES/ INVOLVEMENT** Listed below are areas in which we require active parent involvement to always offer your child the best possible care.

This Parent Handbook is a necessary part of admission and clearly defines the center's responsibilities to the parents as well as the parent's responsibilities toward the center. The policies apply to all parents and may not be changed on a parent-by-parent basis. It is the responsibility of the Director to enforce these policies for the safety of the students and the staff of the center.

**Maintain Current Files:** It is the responsibility of each parent to work with the center to maintain current and accurate emergency contact information, as well as update each child's medical file yearly. Failure to provide up-to-date medical forms as requested may lead to a suspension in services rendered.

**Attendance: Child Pick Up** It is the responsibility of the parent to pick their children up from the center before closing time. When a child is left at the center past normal operating hours, staff may wait until the parents arrive. A fee of up to \$1.00 per minute, per child will be assessed. **This fee must be paid to the on-duty staff member at the time of the late pick up.** If a child is left at the center for over an hour after closing, we reserve the right to notify the Police and Child Services.

**Child Absence** In order to ensure your child's safety, parents must contact the center if:

- Your child is going to be arriving later than 9:30am
- If your child is going to be absent due to illness or other reason

If your child leaves school early and will not be attending the afternoon program. The Director will contact parents who have not called by 9:30 a.m. to report their child absent. If your child is absent for five consecutive days without any communication or contact with the Director, it will be assumed our services are no longer needed and your child will be un-enrolled, and their spot filled. Parents may re-enroll their child depending on space availability. Fees for absent days will not be prorated or refunded for any reason.

**Children's Needs** Reporting important information about your child is the responsibility of the parent. Please communicate each child's needs to the Center Director. This includes but is not limited to, allergies, changes in behavior and illnesses,

**Medical Insurance** Dazzling Tots 2 will not pay any medical expenses for any child, including but not limited to, accidents and/or illness children may have at the center. It is the responsibility of the parent/guardian to provide health coverage. **Normal childhood related accidents may happen at the childcare facility including falling, bumping into objects, tripping etc. Dazzling Tots Learning Center 2 shall not be responsible for medical expenses resulting from these types of incidents.** It is the policy of Dazzling Tots 2 to screen the classrooms for potential hazards as well as maintain a clean, safe environment. Even with all the safeguards in place, children can still have accidents. Parents are notified by the Director immediately following an accident and the Director will advise if a visit to the hospital is recommended.

Hospital Transportation Policy If the center is unable to reach a parent if their child has had an accident or is ill, Dazzling Tots 2 may send the child to the hospital by ambulance. This includes but not limited to; temperatures over 101 degrees, any head injury, broken or sprained limbs, uncontrollable asthma, wheezing, or difficulties breathing and other related symptoms. The center will not enroll any child if the parent refuses to grant permission for emergency transportation for emergency treatment.

If it is necessary to transport a child to a hospital by ambulance, one staff member from the center will ride along if the parent does not make it to the center in time. In the event the parent does not arrive to the center in time to ride with the ambulance, then the parent must arrive at the attending hospital no later than 15 minutes after the child and staff member arrive. Parents will be charged \$1.00 per minute after 15 minutes.

Damage to Facilities or Equipment In the event a child maliciously damages equipment, toys or the facility attended, the parent may be asked to reimburse the facility for the replacement cost of said item/s.

## **SUPPLIES**

Parents are responsible for providing the items listed on the following page. Please bring the supplies appropriate to each child's age group on or before his or her first day of attendance. ALL ITEMS MUST BE LABELED.

The following list includes necessary supplies for each age group:

### **Infant Supplies**

- Formula in labeled bottles (label must have child's name and date)
- Breast milk must be labeled with the date produced and the date brought to the center.
- Bottles filled with appropriate water levels. Extra can of formula.
- Adequate supply of diapers and Wipes
- Ointments and Powders
- Two complete changes of clothing
- Pacifier, blankets (not allowed in cribs per ODJFS), and bibs.

### **Toddler Supplies**

- Adequate supply of diapers, wipes, and ointments.
- Two complete changes of clothing.
- Blanket.
- Paint shirt (man's old short sleeve shirt)

### **Pre-School Supplies.**

- Complete change of clothing, including socks
- Paint shirt
- Blanket and or pillow
  - Plastic shoe box

### **School age Supplies**

School Year, Afterschool:

- Backpack, pencils, paper, and any supplies needed for school (boys, video games, MP3/music players or any other items not allowed by the child's school is discouraged)

**Summer School Vacation:**

- Complete change of clothing, including socks
- Paint shirt (man's short old sleeve shirt)
- Blanket and/or pillow \* Plastic shoe box

**Children are not permitted to bring cell phones into the center.** If a school age child carries a cell phone, it must be turned into the Director's office upon arrival and may be picked up upon departure of the center.

If it becomes necessary for Dazzling Tots 2, 10 supplement any of these items, there will be an additional charge added to your weekly fee. The fees are as follows: diapers -- \$1, wipes - \$1 each time used.

Children will not be permitted to stay in the center without appropriate clothing and/or a change of clothing in their cubby. If a child has an accident or needs his/her clothes changed, a phone call will be made to the parent to pick up the child.

**Dazzling Tots IS NOT RESPONSIBLE FOR LOST,  
STOLEN, OR DAMAGED ITEMS.**

**CLASS ASSIGNMENT** The center accepts children ages six weeks through twelve years of age. Each child is assigned to classes with the following names and teacher child ratios:

**GROUP AGES RATIO GROUP SIZE**

**Young Toddlers 1:5 2:12**

**Older Infants 1:6 2:12**

**Young Toddlers 1:7 2:14**

**Older Toddlers 1:8 2:16**

**Young Pre-School 1:12 2:24**

**Older Pre-School 1:14 2:28**

**School Age 1:18 2:36**

**TRANSITIONING POLICIES** Each family receives our enrollment packet upon touring our centers. Within that packet is a Child Information Statement that needs to accompany the child prior to, but no later than the first day of attendance. With this enrollment packet we help the teacher prepare for the new child with Name, Birthday, Cubby and Cot or Crib assignment. During the first two (2) to four (4) weeks of enrollment, our staff and Director will use this information to familiarize themselves with each child and assess that they are placed in the class that best suits that child's individual developmental needs.

Transitioning students from one age group to another is determined on an individual basis as deemed necessary. The developmental readiness is determined by the child's primary teacher and Director in accordance with Ohio's Early Learning and Developmental Standards/Guidelines. Each family will be notified in writing via JFS for number 01129 within an adequate time frame specifying the date and time that their child will begin the transitioning process, as well as an opportunity to schedule a time to meet their child's

new teacher. Along with the child we pass their family Information Sheet, JFS form 01511, to help the new teacher better meet the needs of the child. In order to prepare the child for their new classroom, the duration of the transitioning process is determined by the child's consistent demonstration of social and emotional comfort levels within the new environment. Each parent is notified verbally on a daily basis of their child's progress until permanent placement in the room is determined by the teachers.

When a child has completed our preschool program and will be entering Kindergarten, we help prepare the family by giving them school pamphlets for the surrounding schools to which we transport, By providing the parents with a body of work and Child Assessment Portfolio, it helps the parents make the best decision in choosing a school. We help the child transition better by scheduling a field trip to the nearest elementary school, and practice techniques such as holding lunch trays, bringing book bags and even completing homework assignments. This is a fun new adventure for both parents and students,

**DAILY SCHEDULE** The daily schedule for each age group is designed to meet the developmental needs of the children. A healthy balance between active and quiet play, outdoor play and naptime is integrated into the schedule. The teachers will post weekly lesson plans on the "Parent Board" located in each classroom.

**Transportation** At this time Dazzling Tots 2 only offers transportation to residents of the Bethany House. The drivers and vehicles meet all State requirements. Parent/Guardian or approved escort is required to meet the monitor at the time of drop-off at the end of the program.

It is the parent's responsibility to set up transportation with the local schools that their children attend. In the event that your school age child is to be dropped off or picked up by public transportation, you must notify the Director if your child will be absent. In the event your child is scheduled to be at the center after school, but the child does not appear at the center, the Director will be notified immediately and the Director will notify the parent/guardian.

**ARRIVAL AND DEPARTURE** For the safety of each child, the center requires that each parent accompany their children into the building and escort them to the care of the attending staff member. A family member under the age of 18 years **may not** bring children in or out of the building. This includes older siblings. Dazzling Tots 2 requests that our parent's phone ahead if they plan on arriving later than their usual time. It is the responsibility of the parent to notify and alert the Director and/or staff that the child is departing. Staff will document arrival and departure of each child on a daily attendance form.

No child will be released to anyone other than the parent or guardian without written consent. Dazzling Tots requires written notification in advance to release children to anyone other than the parents or guardians as indicated by the Alternate Pickup Authorization form located in the Enrollment Packet. Any person picking up a child will be required to show official identification. Dazzling Tots 2 reserves the right to ask new parents for identification until all staff is acquainted with the new family.

In the event your child is involved in a custody agreement, a court order must be provided to the center stating the appropriate days each parent will pick up the child. This court order will be copied and kept on file in the Director's office. Each teacher will be notified as to whom will be picking up the child on which day. The

court order will be implemented as stated, and no adjustments may be made at any time.

Parents must sign their children in and out using a provided password. This computer will also track accounting statements, medical notices, or center announcements. It is the responsibility of the parents to check notices daily and accurately sign your children in and out.

Beginning August 1, 2023 our morning curriculum will start at 9:00 am; we request all children to be in attendance prior to that time. **Parents are required to call ahead of time to announce late arrivals. Dazzling Tots 2 reserves the right not to accept any child arriving after 9:00 am. Without prior approval.**

**Allotted Hours** Each child in care has allotted 55 hours a week. Please plan accordingly weekly.

**Infants:**

In the infants' room, an individual approach is stressed. This means that each infant's "at home schedule" is followed by our infant care providers. As each baby grows, Dazzling Tots 2 adjusts their schedule to that of the baby's. Each baby is cuddled and loved as they are bottle fed in the child care provider's arms. We know how important that is to a child's development.

**Nursing: The Staff Lounge/ Office is available for breastfeeding mothers to nurse or pump.**

Each baby has their own crib which parents are welcome to personalize and make like home. Parents are provided with a storage bin in which to store extra clothes, diapers, and wipes. The Teachers at Dazzling Tots 2 sterilize toys, equipment, and bedding on a daily basis to prevent the spread of germs. They are also trained in Dazzling Tots 2 elaborate diaper changing procedure. When the child care provider is not involved with the immediate needs of the basics, she stimulates them through play activities in which their small and large motor skills are developed.

- Diaper changing occurs and is recorded every two (2) hours and as needed based upon the child's arrival at the center
- Babies are fed according to their individual schedules. Cuddling and play will occur throughout the day

8:00 Good Morning/arrivals  
Parent Communication  
Children's Choice  
8:30-9:30 Diaper Changes  
Bottle Feeding Breakfast  
9:30-10:30 Tummy Time  
Exploring with Toys  
10:30-12:00 Diaper Changes  
Music/Large & Fine Motor  
Bottle Feeding/Lunch  
12:00-2:30 Quiet Time  
Nap  
Story Time/Soft Block

Play  
Tummy Time  
2:30-3:30 Diaper Changes  
Bottle Feedings/Snack  
3:30-4:30 Music/Large & Fine Motor  
4:30-5:00 Diaper Changes  
Saying Goodbye/Cleanup Parents of infants  
are encouraged to check in daily mid-day during the first few weeks of enrollment  
as the child transitions to his or her new setting.

**PROFESSIONAL CONDUCT** Dazzling Tots 2 will not tolerate offensive language from parents or staff members. It is policy that any inquiries and/or concerns shall be addressed to the Director only. Any negative matters that need to be discussed must directly involve the Director. It is a violation of state law, as well as Dazzling Tots 2 policy, for a parent to physically or verbally discipline children in the center, or to reprimand or accuse other children of misconduct. Center staff is required to always maintain a professional attitude towards our parents as well. If the Center suspects a parent or guardian is picking up a child under the influence of drugs or alcohol, Dazzling Tots 2 will contact the police and Department of Human Services immediately. All rules and policies are in place to ensure the safety of each child and caregiver in the facility. As stated earlier, the center requests that all Center matters are addressed directly to the Center Director or the owners of the center.

**Dazzling Tots reserves the right to terminate, use suspension, and/or expulsion childcare services immediately in the event of behavioral issues that endanger the health or safety of our staff or other children in our care, Dazzling Tots reserves the right, at any time, to discontinue child care services to any parent or child who does not practice the policies of the center.**

**DISCHARGE** In most instances, if a child demonstrates consistent aggressive behavior or discipline problems there will be documented observations done by the teachers and all of our procedures will be followed. When we feel we have exhausted all of our abilities to control the behavior we will require a parent-teacher conference to discuss the situation and/or behavior. At that time there will be a follow-up meeting set to discuss any progress, alternatives, etc. If behavior has not improved or has gotten worse, and if the teacher and Director feel it is necessary, a professional referral will be recommended. This will be done only after we have exhausted all our abilities and it is in the best interest of the child to receive outside help. If professional help is not sought, alternative childcare arrangements must be made. If professional help is sought and no improvement in the child's behavior is observed in a reasonable time frame, then alternative childcare arrangements must be made.

**HIRING CENTER STAFF** Dazzling Tots 2 provides job related training for all staff. The center does not endorse, nor is it responsible for teachers and other staff who provide outside services for Dazzling Tots 2 parents such as babysitting. Dazzling Tots 2 does not insure or train staff to work outside the daycare setting. Any relationship formed outside the daycare setting excludes Dazzling Tots 2 from all liability.

**SAFETY POLICY** All children will be supervised at all times. The policy governing arrival and departure of children assures that a childcare staff member is aware of each child's presence at the

center.

There is immediate access to a telephone within the building at all times. A monthly fire drill is conducted and exit plans are posted in each area in the event of fire or emergency weather alerts. All supplies will be kept in office, classroom storage area/closet, and kitchen (for cleaning supplies). Cleaning supplies will be locked away.

First Aid kits are located in the office, infant room, and all other classrooms. Staff members trained in First Aid, CPR, Communicable Disease, and Child Abuse recognition is always present in the building. The Director and each employee of Dazzling Tots 2 are required by state law to report any suspicion of abuse or neglect to the proper authorities, use of aerosol sprays shall be prohibited when children are in attendance in the center.

**CHILD ABUSE AND NEGLECT POLICY:** If a Dazzling Tots 2 staff member suspects a child in his/her care has been the victim of child abuse or neglect we are required by law to report our suspicions. All child development teachers in the state of Ohio are mandated reporters. Similarly, no physical punishment of a child will be tolerated on our premises. Should a staff member observe a parent physically punishing a child on Dazzling Tots 2 Property, that staff member will report the behavior to the appropriate authorities.

## HAIR

**BEADS/BARRETTES/ACCESSORIES** Children under the age of three (3) are not permitted to wear beads/barrettes in their hair, earrings, necklaces, bracelets, or any other jewelry or hair decorations. These items, if removed, pose a serious choking hazard. If a child wear any of the aforementioned items to the center, Dazzling Tots staff will immediately remove and store these items in the office until pickup time,

**GENERAL EMERGENCY PLAN** General emergencies include any threats to the safety of children due to environmental situations or threats of violence; natural disasters such as fire, tornado, flood, etc., and loss of power, heat or water. Any staff member who learns of a significant health or safety hazard will immediately notify the Director so that appropriate action can be taken. All staff will follow the posted Emergency Procedures and wait at the designated safety site (main hallway floor) in the event emergency personnel are involved. A monthly fire drill is conducted and emergency medical/dental/evacuation plans are posted in each room of the facility in the event of fire, severe weather alert, or other emergency. Tornado Weather drills are conducted monthly from March to October. Parents should refer to the Fire and Weather Alert written plan and diagram for instructions on evacuation and weather safe rooms.

**Procedure and Practices:** The center has a written, developed plan including procedures used to prepare or and respond to the following: There is immediate access to a telephone within the building at all times. The Director will monitor weather news daily by radio/TV and advise staff of any pending weather-related or other emergencies.

- The Emergency Information for each child will be taken along during any emergency or emergency evacuation drill.
- First Aid Kits, medicine and other emergency supplies will be taken along during any emergency or emergency evacuation drill.
- There will be emergency supplies (food, water, clothes, flashlights, diapers and other necessary items) to care for children in the facility or the designated, located in the office and breakroom.

In the event of Emergency Evacuation, academy staff will contact the local authorities immediately, as well as parents by phone (calls and text messages) and will post on our website informing parents of the situation and location, as well as post a notice on the entry door of the center.

- Our evacuation shelter is "The Health Group Plaza", located directly to the right of the center from the center. Upon evacuation, each teacher conducts a name to face count from their daily attendance.
- The center will have an evacuation bag that will include coloring sheets, crayons and busy bags for children to use while waiting at our "Safe Place".
- Classroom teachers and center Director will assist with infants, children with health conditions or special needs. The center staff will use our 6-seat buggy and cribs to transport children.
- For reunification with parents, the center will have a "Ready to Go" index card box that will contain all of the emergency contact information for each child. If an emergency occurs within the building, and we are unable to communicate with parents due to loss of landline or Internet service, parents will be contacted using our cellphones.

The supplies for an Emergency Evacuation are located in the Front Office closet. During an Emergency Evacuation, the Director will collect the Medicine Box and Emergency Evacuation Bag. Infant staff will collect bottles, diapers and wipes and place them in a crib.

In the event severe weather occurs while School Age children are being walked to/from the bus, the staff will wait indoors at either location (center/bus) until it is safe to walk, center staff are trained during orientation on the center's disaster plan. They will sign off after training to ensure they are knowledgeable about the plan and procedures; Certain staff members will be assigned specific duties during an emergency or natural disaster.

**EMERGENCY INDOOR/OUTDOOR LOCKDOWN** In the event an individual refuses to leave upon request or is deemed to be an "intruder" or similar designation, the Director or designated staff member will initiate the "LOCKDOWN" procedure. If there is criminal/unsafe activity occurring outside the building, initiate the "LOCKOUT" procedure.

**Intruder – Lockout/Lockdown Procedures** These procedures are to be used in situations that could result in harm to persons inside the childcare facility such due to an intruder, disgruntled person or unauthorized trespasser seeking to create a disturbance.

LOCKDOWN procedures if an intruder is inside the building:

- The Director or designated staff member will call local authorities (911) and follow direction as to how to handle the situation.
- If possible, we will isolate the aggressor from as in any adults and children as possible.  
Seek to move the individual to the Office, Resource Room, or less populated area.  
Remain calm, and do not attempt to physically restrain or block movement.
- Director or designated staff member will announce "lock down" over the intercom.
- In a "lockdown" situation, all children are kept in classrooms or other designated locations that are away from danger. If not in a classroom, location (hallway), children/staff will enter the nearest enclosed room.

If staff and children are not inside the building (on the playground, routine trip) the preschool and pre-k teachers will open the window to inform them of the situation, Staff and students on the playground or on routine trip will go to the "Safe Place" where staff will contact local authorities.

- Staff will conduct a name to face count from their daily attendance.
- The Director or designated staff member will secure building entrances, ensuring that no unauthorized individuals can leave or enter the building.



- Staff and children will remain in the classroom, locking the classroom door, securing the door with available furniture to create a barricade and/or wedge to keep the door closed. Staff and students will stay clear of windows and doors, try to remain quiet. When possible, the teacher will engage in quiet story time activities with the children to maintain calm as much as possible. Staff will have a cell phone within reach at all times and turn phones to vibrate mode.
- Ignore fire alarm activation,
- Staff will contact parents as soon as it is safely possible.
- Remain in room until Director or designated staff member announces the end of lockdown
- **LOCKOUT procedures if unsafe activity is occurring outside the facility:** • Director or designated staff member will call 911 if unsafe activity is observed outside the facility.
  - Director or designated staff member will lock all exterior doors and windows
  - Cover windows if possible
  - Keep children away from windows and exterior doors.

### **Dazzling Tots 2 Philosophy**

The needs of children and their parents are the primary concerns of Dazzling Tots 2. By providing the best possible care to children, we seek to contribute to the happiness and security of our parents and the communities in which they live.

First and foremost, Dazzling Tots 2 provides children with constant and alert supervision in a safe environment, screened from hazards. The large open classroom with designated areas for learning centers provides for both quiet and active play.

Our entire program is designed to enable children to have a positive self-concept and to know success at an early age. This is possible because our center environment provides children the opportunity to be safe in their quest as natural leaders.

ADA (Americans with Disabilities Act) Compliance: we make every effort to make information accessible to all individuals with disabilities. We provide staff to help with completing forms for those who have disabilities. This includes those who are audibly and visually impaired. The Ohio Department of Job and Family Services is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs, and employment opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. To request a reasonable accommodation due to a disability please contact ODJFS's ADA Coordinator at (614) 644-2703 or Toll Free at 1-866-227-6353 at least fourteen (14) business days prior to the scheduled meeting or event to request an accommodation.

Children with who fall under the ADA will be administered care procedures and medicine by center staff and/or administrator, following written doctor documented order. All medical administration will be completed on the Medical Administration Form (JFS 01217).

Our Teachers and Directors are provided weekly themes that ignite each child's unique pleasure in learning. The seasonal curriculum suggests proven ways to include these weekly themes in a variety of "discovery centered" activities. Using the curriculum's themes, each teacher designs individualized lesson plans. We do not adhere to standardized lesson plans because we feel there is no "standard" child or class. This is why we keep our teacher-child ratio at a level which comfortably supports personal attention.

Our center provides activities such as gymnastics and dance classes. These services enable parents to further enrich their children's lives without cutting into the quality time parents and children share after working hours. We will not provide swimming nor will we take children swimming offsite.

Progress reports, assessments, and developmental checklists are given to parents to keep them up-to-date on the total growth of their children. Formal conferences are scheduled yearly to discuss a child's progress. Parents are also strongly encouraged to meet with their child's teacher and Director, and visit the center at any time.

**HOURS** The center is open Monday through Friday from \*6:30 a.m. until 6:30 p.m. The program provides both full-time and part-time services, before and after school, as well as summer camp for school-aged children,

### **WEATHER POLICY**

It is our intention to provide service at all scheduled times. However, severe weather conditions may prevent this. Should we need to close our centers before regular closing time, information will be posted on our website, [dazzlingtotslearningcenter.com](http://dazzlingtotslearningcenter.com). If weather conditions worsen during the day, please check these sources often, or call the center to check on its status. It is important in these circumstances to be prompt in picking up your child so that children, staff, and families have safe travel home.

**VISITATION** You may visit your child at the center at any time. Unannounced visits are encouraged and welcomed. Additionally, we are interested in presenting the children with as many varied experiences as possible. If you would like to be a guest speaker, or if you know of someone with an interesting talent or job, please do not hesitate to contact us! We like changes of scenery and learning through field trips. If you know of any interesting destinations, please share with us.

**LICENSING** Dazzling Tots is licensed by the State of Ohio. The license is posted in the entryway and on the Parent Board. The Dazzling Tots Learning Center facility is licensed to care for children. A copy of the State's Rules and Regulations are posted for viewing. The current year's license for operation is located in the entryway and office of each center. A copy of the laws governing the licensing of the center is available for review at any time. The licensing record for each center is also available in the center and with the Ohio Department of Jobs and Family Services. The toll-free number for ODJFS Child Day Care Licensing is located on center's license.

### **CONDENSED STATEMENT:**

"This institution is an equal opportunity provider".

Sponsors are to prominently display in a public place the "And Justice for All" USDA poster or decal at each site and at the agency office if at a different location. If posters and/or decals are needed in other languages appropriate to the local population, please contact the state agency.

This facility is operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, handicap, or national origin. More information may be obtained here or from the Office of Equal Opportunity, USDA, Washington, D.C. 20250. Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250. Secretary of Agriculture Pursuant to Title VI of Civil Rights Act of 1964 42 USC 2000c and CPR Part 1

## WELCOME TO DAZZLING TOTS LEARNING CENTER

Welcome to Dazzling Tots Learning Center. The Center is designed to enhance your child's day through social, educational, and emotional stimulation. Our staff is committed to meet each individual child's needs in a loving nurturing manner.

This Handbook is designed to familiarize you with our policies and procedures, as well as to open the doors of constant communication and understanding concerning your child's growth and development.

Please review the policies outlined here, and feel free to direct any questions and/or comments to our center Director or Human Resources.

We are pleased to welcome you!

Director: Jasmine Furr

Owner: Carla Hutchings

Human Resources: Jamia Scisco

Dazzling Tots Learning Center 2 is licensed for operation for the care of infants, toddlers, preschoolers, and school-age children. Dazzling Tots Learning Center 2 do not discriminate upon the basis of race color, religion, sex, or national origin.

### **WEATHER EMERGENCIES AND NATURAL DISASTERS Severe Thunderstorms**

- Shelter in place along walls, away from windows

#### **Tornados**

- In the event of a tornado warning, the Director will alert the staff, and children will go to the assigned "Safe Place," located on the emergency evacuation plans in each classroom, bringing with them the aforementioned supplies and emergency information. All may return to their classrooms when an "all clear" is sounded. Flash Flooding
- In the event of flash flooding, the Owner and Director will contact emergency personnel (911) to make arrangements or transportation to a "Safe Place". Parents will be informed of the evacuation, **Major Snowfall, Blizzards, Ice Storms**
- In the event of closings necessary due to snow/storms, ice storms, blizzards or major snowfall (ie. Level 3 Snow Emergency), the Director will notify the following media,

Channel 5, Channel 9 and Fox 19, in a timely fashion, and will update the Dazzling Tots website.

Closure Policy: If the facility must close during operating hours because of a snow/storm, the Director and staff will notify families or emergency contacts via local media outlets and if possible, by phone. If weather conditions prevent any child from being picked up from the facility, staff will care for them until families can safely arrive. If parents arrive late for pick up due to inclement weather, we suggest you to tip our staff \$10.00 for every half hour past closing time. The staff will stay and feed the children dinner.

#### **Earthquake**

If Indoor

- Staff and students will stay indoors and away from windows.

- Staff and students will take cover under desks, tables or heavy furniture. If outdoors,
- Staff and students will stay outdoors and move away from the building After the shaking stops.
- Staff and students will evacuate - move to open areas of the building
- Staff and students will not re-enter the building until authorities have checked it for possible structural damage, leaking gas lines and other utility disruptions.

#### **Hazardous Material/Spill**

[Warning of a hazardous material/spill incident is usually received from the fire or police department]

- The Director or designated staff member will determine whether it is safer to shelter students and staff or to evacuate.
- If it is necessary to evacuate, staff and students will move crosswind, never directly to or against the winds which may be carrying fumes. Upon reaching point of safety, take a name to face count from their daily attendance.
- Staff and students may not return until emergency personnel have cleared the area to be safe.

#### **Gas Leak**

- Staff and students will evacuate the center immediately to the "Safe Place" · Director or designated staff member will notify local utilities and fire department. Staff and students may not return until emergency personnel have cleared the area to be safe.

#### **Bomb Threat**

- If a suspicious package or letter arrives, the Director or designated staff member will contact local authorities (911).
- If by phone, The Director or designated staff member will try to gain as many details as possible. We have a checklist to use as a guideline next to every phone. The Director or designated staff member will contact local authorities (911).
- Staff and students will evacuate the building to the "Safe Place".
- Staff and students may not return until emergency personnel have cleared the area to be safe. **Outbreaks**
- In the event the facility is quarantined, we will continue to provide care, food, and supplies for the children as long as necessary. In the event that a facility needs to be evacuated for disaster relief, the children and staff will evacuate to the closest "Safe Place". Please refer to the Emergency Plan posted in each room for the specific location of the nearest "Safe Place".

#### **Loss of Power/Water/Heat**

- . In the event of a power failure,
  - Director or designated staff member will discover whether the power outage is in the facility only, the neighborhood, or a larger surrounding area. Emergency lighting will be activated. The Director will call the local power provider to explain the situation and request assistance, if appropriate. If weather conditions do not allow for children to be cared for at a safe temperature, academy staff will notify parents by phone to make other arrangements for the children's care. Unless the power failure is accompanied by an emergency situation, children will be kept inside.
- In the event of loss of water
  - Director or designated staff member will report disruption to local utilities to explain the situation and request assistance, if appropriate.
  - An emergency supply of water is located in each classroom
    - Director or designated staff member will purchase additional water if necessary. . If conditions do not allow for children to be cared for safely, academy staff will notify parents by phone to make other arrangements for children's care. Unless the loss of water is accompanied by an emergency situation, children will be kept safe inside. .
- In the event of loss of heat
  - Director or designated staff member will discover the reason for the heat loss. If weather conditions do not allow for children to be cared for at a safe temperature, academy staff will notify parents by phone to make other arrangements for the children's care. Unless the power failure is accompanied by an emergency situation, children will be kept inside. Unless loss of heat is accompanied by an emergency situation,

children will be kept safe inside.

**Active Shooter/Terrorism/Other Act of Violence**

- In the event of active shooter
  - Director or designated staff member will call emergency officials (911). There are 3 basic steps to survival during and active shooter
  - Run - if staff and children are able to evacuate from their room to a safe place. Hide -- if staff and children are not able to evacuate, use modified lock down procedures by hiding in the bathrooms or closets.

Fight - as a last resort, in order to protect the children, fight the intruder with aggression and improvised weapons (anything that can be thrown at the shooter such as chairs, fire extinguisher, books etc.) The Director and owners will review and/or revise the plan yearly or as needed.

**INCIDENT REPORTING** Any time a child has an accident or receives an injury that requires First Aid, the staff member in charge will fill out a report, in duplicate, explaining the nature of the accident and any resulting injuries. This form is completed on the day of the incident. A copy of the form is given to the parent and the original is placed on file in the office. If First Aid is administered, the Director must also sign the report.

Directors may contact the parent at the time of an injury or incident, even minor incidents. Please be certain the center always has a current phone number or method of reaching you at all times.

**SERIOUS INJURY OR ILLNESS** The following procedures will be followed in the event of an accident, injury, or illness.

1. The parent/guardian will be called immediately, and 911 when necessary.
2. If the parent/guardian is unavailable, the emergency contact listed on the Emergency Medical and Transportation Authorization form will be notified.
3. The physician or dentist listed on the Emergency Medical and Transportation Authorization form will be called for instructions.
4. The child and the child's health record will be taken by ambulance to the physician's office, clinic, or hospital of the child's parent's guardian's choosing.
5. A copy of the incident report completed by the staff will be issued to the parent/guardian. The original report will be kept on file at the center.

\*Parents must arrive at the hospital no later than 15 minutes after the emergency vehicle transporting their child.

**CURRICULUM GUIDELINES FOR DEVELOPMENTALLY APPROPRIATE PRACTICE** Our curriculum provides for all areas of a child's development including physical, social, emotional and cognitive. Curriculum planning is partially based on teacher's observations and recordings of each child's special needs, interests and developmental abilities. Classroom environments are designed for the children to learn through active exploration and interaction with adults, peers and materials. Learning activities and materials are concrete, real and relevant to the lives of children. Each program provides for a wide range of developmental abilities and interests which are increased in difficulty and challenge as the children develop understanding and appropriate

skills.

**GUIDANCE AND MANAGEMENT** Guidance and management applies to all employees of the center. Dazzling Tots 2 philosophy for discipline is to **create** a positive atmosphere that emphasizes self-esteem, self-control, and self-actualization. Our daily schedule is planned so that each child is given "choice time" to learn to take control over certain areas of his/her life. Our approach rewards positive behavior and ignores behavior we wish to discourage

#### Allowable Discipline **Techniques**

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking
- 7 Separation from situation, if used, shall not last more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control. **Prohibited**

#### **Discipline Techniques**

1. Abuse, endanger of neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children,
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug so that the child may regain self-control, Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal function of any portion, or all of a child's body while the child is in a facedown position. Prone restraints include physical or mechanical restraint.

Each child helps contribute to the rules for their class. Doing this allows each child to be aware of what is inappropriate behavior and to understand the consequences of their actions. Positive guidance methods are part of Dazzling Tots 2 philosophy for discipline. Positive directions are used to tell children what they *are* to do rather than focusing on what *not* to do, (i.e. "walk please" instead of "no running"). Redirecting the child to another activity and keeping the child's goals or interests in mind is another technique used. Words are the tools we use to teach and encourage problem solving skills between children. This enables them to make careful judgments, choose appropriate solutions and to understand the consequences of different choices. The last resort used would be a "thinking time", when a child might be given time to sit and determine a better choice of conduct for their actions. The maximum thinking time allowed is one minute per year of the child's age. All staff members are required to document excessive inappropriate behavior and turn it in to the center Director. If the inappropriate behavior continues, a meeting with the child's parents will be scheduled so that we can devise a plan to work as a team to eliminate behavior issues. Physical or verbal punishment shall never

be an accepted disciplinary procedure. Discipline shall not be administered for a child's failure to eat, toilet accidents or for not wanting to participate in certain activities. Techniques of discipline shall not humiliate, shame, or frighten a child. It is the purpose of the staff at Dazzling Tots 2 to provide a safe, healthy, and caring environment for each child. Through our discipline policies and procedures, we hope to teach each child to understand rules of safety and help them take ownership of their own behavior.

Dazzling Tots 2 believes open communication between the center and the parents is the best tool for conquering behavioral problems. The center has many resources to assist and aid parents in need, and feedback from the parent is the key to resolving behavioral situations. The center happily assists our parents in any way possible. However, if a situation is out of the control of our staff and Director, we reserve the right to discontinue care for any child. In the event there is a severe or continual problem with an individual child, he/she may be asked to leave the center for his/her own welfare and that of the other children.

### **BITING**

Biting is a typical and often common problem amongst toddler aged children in a childcare setting. Dazzling Tots 2 provides detailed and comprehensive training to our staff in how to prevent and reduce biting incidents in the classroom. When biting occurs, written documentation is sent home with the offending child's parents. An incident report is provided to the injured child. Under no circumstance will names be given to either family. In the event a child continues to bite without showing signs of progress, the Director may suspend him or her from the center until the problem is under control.

### **MEALS AND SNACKS**

The center does not provide breakfast, lunch, and afternoon snack. Students enrolled must provide their own breakfast, lunch, and snack.

The center's policy on food preparation does permit parents to provide food for their children's lunch or snacks. Any diet eliminating the use of any one of the four food groups or dietary allowances as required by Child Care Licensing must be written, signed, and dated by the child's attending physician. The parent is responsible for any substitute items. The Resource Room will be available for breast-feeding mothers.

Dazzling Tots 2 is committed to providing children healthy choices. Our commitment to our families addresses and promotes good health at an early age. We substitute foods including white flour with those containing whole wheat or whole grain, fresh fruits in place of canned fruits, 100 % fruit juices rather than juice "cocktail" etc.

Dazzling Tots 2 requires that all adults and children wash and/or sanitize their hands upon entering the facility.

All Dazzling Tots 2 Teachers are trained by their Directors in the proper methods of hand washing and disinfecting after diaper changes. (All staff members trained in recognition of the symptoms of illness and in hand washing procedures are listed by each phone). We monitor children and their behavior for signs of illness throughout the day. You will be contacted immediately if your child becomes ill while under our care. Please be sure you have made provisions for your child to be picked up in the event such illness should occur. Your child must be picked up from the center within 30 minutes of notification of the illness, or a late fee will apply. Because we are concerned with the health and safety of all the children, **it is extremely important for you to notify the center immediately of all contagious diseases your child contracts other than the common cold.** *We must abide by state and health department restrictions and policies on return-to-school guidelines. Dazzling Tots will not be held liable for lost wages or fees incurred in the event a child is unable to return to the center due to restrictions imposed upon us by*

*the health department in the event a communicable disease has been identified.*

Any child identified with the symptoms listed below will be isolated from the other children, within sight and hearing of staff member. The child will wait on a cot in the Director's office until the parent or guardian arrives. The cot will then be cleaned and sanitized after use. An ill child must be picked up immediately; dismissal procedures for a sick child will be the same as the procedures as listed in the departure policy. Return to care policies shall apply as directed below.

- **Temperature.** One hundred one degrees (101) Fahrenheit or higher in combination with any other sign or symptom of illness. Fever must return to normal for 24 hours before returning to care without the assistance of medication (ie. Tylenol/Advil). Call the doctor if your child suddenly develops a rash, especially if it is accompanied by a fever, sore throat, or swollen glands, as this may be a sign of scarlet fever. This is especially important if your child has any of the symptoms of strep throat, or if someone in your family or in your child's school has recently had a strep infection. Diarrhea. (three or more abnormally loose stools within a twenty-four-hour period), Your child may return to care after 24 hours without loose stools. In the event of a rotavirus diagnosis, please provide release from your physician before returning to care. In the event of a shigella case, parents may be required to exclude their child from class until diarrhea has ceased and the child has two stools that have tested negative for the bacteria.

A release from the physician or health department may be required.

- **Severe coughing.** Cough which causes the child to become red or blue in the face or to make a whooping sound as well as difficult or rapid breathing. Return to care when free of symptoms or with a physician's written approval.
- **Ringworm.** A common skin infection which takes different forms depending on the part of the body infected. It is very contagious, so if you believe your child has ringworm, please see your healthcare provider immediately. Return to care 24 hours after treatment has begun. *A release from your physician must be provided.*
- **Yellowish skin or eyes.** Return to care when free of symptoms or with a physician's written approval.
- **Pink eye.** Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain. Return to care 24 hours after treatment has begun and a release from your physician is provided. Untreated infected skin patches, unusual spots or rashes. Return to care when free of symptom is or with a physician's written approval.
- **Unusually dark urine and/or gray or white stool.** Return to care when free of symptoms or with a physician's written approval.
  - **Stiff neck with an elevated temperature.** See your healthcare provider immediately. Return to care when free of symptoms or with a physician's written approval. . Evidence of untreated lice, scabies, or other parasitic infestations. Return to care no sooner than 24 hours after treatment is begun. In the event of lice, your child must be "nit free" before being allowed back to care. Upon return, the child must check in with the staff each morning for 4-8 days for a quick recheck in order to prevent recurrence. To assure effective treatment, please check previously treated children for evidence of new infection daily for ten (10) days after treatment. It is recommended you repeat the treatment seven (7) to ten (10) days after initial infestation.

**Sore throat or difficulty in swallowing.** In the event of a strep throat diagnosis, your child must be fever free for at least 24 hours, and on an antibiotic for a full 24 hours before returning to care. **Vomiting.** Vomiting more than one time or when accompanied by any other sign or symptom of illness. May return to care after 24 hours without vomiting or other signs of illness. **Hand-foot-mouth disease.** Hand-foot-mouth disease is a



common childhood illness featuring mouth sores, fever, and a rash. Often, the first thing parents notice is their children's decreased appetite for solids, Children may also have a fever and a sore throat. A day or two later, many children develop sores in the mouth. They begin as small red spots on the tongue, gums, or mucous membranes. They may blister or ulcers. A skin rash may also develop over a day or two, with flat or raised red spots. Unlike with many

rashes, the spots are often found on the palms and soles. Symptoms and recovery time may vary, so please speak to your Director before returning to care. Fifth's Disease. Especially common in kids between the ages of 5 and 15, fifth disease typically produces a distinctive red rash on the face that makes the child appear to have a "slapped cheek." The rash then spreads to the trunk, arms, and legs. Fifth disease is a viral illness. Recovery time may vary, so please see your child's physician and speak to your Director before returning to care.

If you have additional questions concerning symptoms of illnesses, a complete "Child Day Care Center Communicable Disease Chart" is posted in the Office.

All parents will be notified of a contagious disease by written notice on the "Parent Board". A mildly ill child (minor cold, not exhibiting any of the listed symptoms or discharge) will be permitted to stay in the class and will be closely monitored by the teacher for any communicable disease symptoms to develop.

Your child will be readmitted to Dazzling Tots 2 after the signs and/or symptoms of any communicable disease are not present for a period of twenty-four hours unless otherwise indicated by a physician's instructions, Staff members exhibiting any of the signs of symptoms of communicable disease will be excused from job responsibilities and may not be permitted to return to work without a physician stating that they are free of communicable disease.

**MEDICATION** When a medication, food supplement, or modified diet is requested by a parent, it must be approved by the Director and follow these guidelines:

- 1) Prescription medication must be accompanied by written instructions from a physician and/or written instructions from the parent. It must be presented in the original prescription container with label intact.
- 2) Any fever-reducing medications that do not contain aspirin, or cough/cold medications that do not contain codeine, may be given for no longer than three days. These items must be in the original container and accompanied by written instructions from the parent describing the dosage and the times of administration. Written instructions from the parent may not exceed the manufacturer's recommended dosages.
- 3) Any non-prescription topical lotions, creams or ointments, and lip balm may be administered with written instructions from the parent for no longer than three months. When used for skin irritations, the ointment, lotions, or creams shall be administered for no longer than fourteen (14) consecutive days at any one time. Lotions, including lip balm, are required to be checked into the office. School Age children will be permitted to apply topical lotion and/or lip balm themselves with the supervision of staff. 4) All medications must be hand delivered to the Office along with the completed paperwork

Dazzling Tots advises all children with medications to arrive 10 minutes early to ensure all necessary medication forms are properly filled out. If a parent leaves medication and fails to correctly fill out the forms, Dazzling Tots will not administer the medication. **ALL MEDICATIONS MUST BE CHECKED IN WITH THE DIRECTOR. DO NOT LEAVE ANY MEDICATION IN DIAPER BAGS OR CUBBIES, SCHOOL AGE**

## **CHILDREN ARE NOT PERMITTED TO CARRY THEIR MEDICATION WITH THEM; IT MUST BE GIVEN TO THE DIRECTOR**

All parents of children in the infant, ones, and toddler classes receive individually written "Baby Grams" each day. "Baby Grams" detail the child's entire day, including; feeding times and amounts, detailed diaper changes, and napping times. "Baby Grams" also inform the parents of special activities of that day.

**OUTDOOR PLAY** It is the policy of Dazzling Tots 2 to incorporate as much outdoor time as possible in our daily programs. If a parent does not wish their child to go out on a specific day, you must sign the "Outside Play" sheet for your child's class. These sheets are located on the main "Parent Board". We cannot honor any long-term or ongoing refusal of outdoor play without a written statement from a doctor. Children are required to go outside at least once a day (weather permitting), unless they have written approval by a physician. **Dazzling Tots 2 will not reimburse for clothing that is damaged on the playground and recommends that parents dress children in appropriate play clothes, which may become wet or dirty.** If the child is unable to follow the day's scheduled activities, the parent may need to consider whether attendance that day is in the best interest of the child.

Since the children play outside, we recommend they dress appropriately for the anticipated weather. This includes sweater, coats, comfortable shoes and socks, (**sandals and flip flops are not permitted**), hats, gloves, and boots. Please be certain there is a change of clothes at the facility at all times in order to accommodate children who may be wet or dirty after playing outside.

Dazzling Tots 2 policy states that children will not be taken outdoors in extreme cold/heat (below 25 degrees or over 90 degrees) conditions. During heat advisories, children will only be taken outdoors in the early morning or evening hours. The facility may provide water sprinklers and/or wading pools for the children during hot weather. The staff and students will not participate in any water activity where they are fully immersed. Parents will be notified and written permission requested when we have "Water Days". On days those children are not permitted outdoors due to weather or safety conditions, (such as tornado watch or warning, lightning or other dangerous weather conditions) or any situation which would threaten the children's personal safety, the children will participate in indoor large muscle play. (i.e. games, parachute play, music & movement activities, etc.)

**CHANGE OF CLOTHING** Upon enrollment, each child is to have a plastic shoe box containing two complete changes of clothing at the center. Whenever a child is sent home with soiled clothing, parents must check the box and replace the clothing for the following day. Replacement clothes should be sent in a marked bag. If the center provides clothing for a child, we ask that the garments be replaced as soon as possible. It is the policy of Dazzling Tots 2 not to wash the children's clothing. If a change of clothing is unavailable, the parent will be contacted. If a change of clothing is necessary for a child but is unavailable, the parent will be called to immediately provide a replacement. In order to avoid this inconvenience, we recommend parents constantly monitor the child's cubby.

**CUBBIES** Each child is assigned a cubby in or near his/her classroom area. Parents should clear their child's cubby daily. Any items left will be placed in the "Lost and Found" box. Any spare clothing labeled with a child's name will be kept in the plastic shoe box in the child's cubby.

**LOST AND FOUND** Any clothing articles or blankets found in the center are placed in the "Lost and

Found” box, any clothing not claimed within a reasonable amount of time is donated to charity.

**SHOW-N-TELL** Only on Fridays may children bring a toy or an interesting object to the Academy. If possible, please choose an item that follows the theme of the week. This item will be shared with the class during the time designated for “Show-n-Tell”. All “Show-n-Tell” items must be labeled and placed in the designated box. This is the only time children are permitted to bring toys from home to the Center. There are no exceptions to this rule.

**NAP TIME** Each child is provided an individually assigned crib or cot during the daily rest time. A child is never required to sleep, but a quiet time is scheduled after lunch. At this time children are encouraged to relax, look at books, or sleep. Because Dazzling Tots 2 participates in a “nap time program,” the children are expected to remain on their cots to rest and sleep as part of their daily schedule. Please inform the Center Director if a nap toy, blanket, or pillow is required for security by the child. All napping articles must go home for laundering at the end of each week. Quiet, easy listening music is played to soothe and quiet the children. Back rubs are also a favorite of the children at nap time.

**UPDATES TO THE PARENT HANDBOOK:** This parent handbook is updated each spring. The handbook will be posted on our website at [dazzlingtotslearningcenter.com](http://dazzlingtotslearningcenter.com) and copies will be available at the center. It is the responsibility of the parent to check for updates. If major policy changes are made to the handbook any other time in the year, the center Director will make copies or flyers noting the policy change available to all parents.

**NEWSLETTERS, UPDATES & DAILY COMMUNICATIONS:** To keep our parents and students well acquainted with our center activities, Dazzling Tots 2 issues a monthly newsletter for our students and parents.

The newsletter is an effective tool to communicate with our parents many center happenings, field trips, parties, guest speakers, and lots of “great gossip.”

There is also an option to contact the corporate office. Dazzling Tots 2 encourages parent and staff feedback as well as comments and suggestions. Delays and closings of any of our locations will also be posted on the website.

**CAMERAS** Many of our Academies have camera surveillance systems. The center Director has a monitor in the office where she can view all classrooms throughout the building. Members of the Dazzling Tots 2 Corporate team also monitor the classrooms. The cameras are in place for the safety of the children as well as the staff. Due to privacy concerns of all children in our care, parents are not allowed to view footage.

**CHANGE OF ADDRESS, HOME/OFFICE PHONE NUMBERS** Parents must submit any changes of work or home addresses and/or phone numbers **in writing** as soon as they occur. This is extremely important for the safety and well being of the children. This also applies to emergency contact number and physician information. The Center asks each parent to update enrollment records annually.

**PAYMENT OF CHILD CARE FEES** Upon enrollment, a deposit of one week's child care tuition is required along with a nonrefundable registration fee of \$35. This deposit will be used for the last week of childcare, provided a written two-week notification of withdrawal is given to the Academy Director.

**Childcare fees must be paid in full on Monday for each week of child care. Fees not paid in full on Monday are subject to a \$25.00 late fee or termination of services.**

## TUITION RATES

(Updated Sept 2023)

Infants \$315 per week (part time \$220)

Toddlers \$275 per week (part time \$180)

Preschool \$245 per week (part time \$155)

School Age: \$140 Full Time Summer

AM Only \$80 per week PM Only \$80 per week Before & After School \$100 per week

Checks, money orders, major credit cards and cash are acceptable methods of payment. Cash payments must be placed in a sealed envelope noting the name of child, date, and the amount paid on the outside of the envelope. All payments must be placed in the safe located outside the Director's office, Cash receipts will be given within 48 hours of payment; however, parents paying cash should request a receipt at the time of payment. Dazzling Tots will not accept responsibility for unmarked payments or payments that are not properly deposited in the noted areas for payment collection. A receipt for all other payment types is given upon request.

**Deposits are picked up bi-weekly by a bonded courier service. Place your tuition payment directly in the safe. Do not hand checks or cash payments to any employee at the center. Receipts for all cash payments will be sent back to your center.**

There is a \$35.00 fee for each returned check. If a check returns to the Center for NSF or on a closed account, a six (6) month period must pass before a check will again be considered as an acceptable form of payment. There is a \$25.00 late charge for all payments made after Tuesday, unless other arrangements have been pre-approved with the Director or Corporate Office. A late sec of \$25.00 is assessed for all payments made after Friday, **NO EXCEPTIONS**,

Any parent who withdraws from the Center with a delinquent payment is sent to Dazzling Tots 2 collection agency. **NO EXCEPTIONS.**

No refunds are given for services rendered. A reimbursement may only be issued for overpayment of services. Any parent who withdraws a child and has prepaid tuition may receive a reimbursement with a minimum one-week written notice to the center.

A late dismissal charge is enforced for all children picked up after closing time. This fee will not be waived under any circumstances. The charge is \$1.00 per minute per child, for each minute after closing time. This charge must be paid directly to the center Teacher(s) who stayed after hours to supervise the child/ren.

It is the goal of Dazzling Tots 2 to provide the highest quality of care at an affordable cost to our parents. As the cost of living rises each year, unfortunately child care fees increase as well. Dazzling Tots 2 rates traditionally increase once a year in the fall, and notices of the event are given weeks in advance. Dazzling Tots 2 recommends parents plan ahead and anticipate a 4% - 7% rate increase each fall, every year. The center ensures parents that our rates are always the most competitive in the area.

Refunds are not given for absence. In order to hold a child's place at the center fees must be paid in a timely

(Updated Sept 2023)

fashion.

**HOLIDAYS AND VACATIONS** The following legal holidays are observed by the Academy; **New Year's Day, Memorial Day, Independence Day, Labor Day, Good Friday, Thanksgiving, and Christmas, The Academy is closed but there are no discounts for the fees on these days.** If a holiday should fall during a weekend, the center will announce whether the Friday before or the Monday after will be honored in its place. Vacations from the center are available. Each family is entitled to two weeks of vacation per year of enrollment. This is applicable only after a child has been enrolled for at least six months. If the enrollment is less than six months, there is no vacation time allotted towards child care fees. Vacation days may only be taken in weekly increments and may not be used without one-week prior written notification to the center.

For any additional questions concerning Dazzling Tots 2 vacation policy, please feel free to speak to your center's Director.

**WITHDRAWAL POLICY** Dazzling Tots 2 requests a minimum of a one week notice in writing prior to withdrawing a child. Together, the center and the parents can use this time to collect the child's belongings, zero out your accounts and receive necessary tax filing information. It also gives each child an opportunity to say goodbye to his or her teacher and friends. Following withdrawal, all belongings and personal effects must be removed from the center within one week or they will be donated to charity.

**DELINQUENT TUITION** Dazzling Tots 2 will give parents a minimum of two (2) notices regarding unpaid tuition. If any parent refuses to acknowledge or respond to these notices, Dazzling Tots 2 will not continue to provide services until the balance is resolved.

**TAP TIME AND ATTENDANCE PROGRAM** If you forget to tap your child or children in or out for the day, the Director can go into the system and make the correction. However, please note, if there are more than 10 corrections on your account for the month, a \$50 fee will be applied to your account.

**PARENT PARTICIPATION POLICY** The Director is available to assist parents and employees with problems related to the childcare center. If he/she is unable to assist you, then you will be directed to the appropriate person/agency where you may be able to receive further assistance.

The center encourages parents to participate in the center's programs as often as possible. Notices will occasionally be posted or sent home requesting the participation in specific activities such as field trips, parties, special events. Our facility has an open-door policy and your unannounced visits are welcomed and encouraged.

Dazzling Tots 2 holds two Parent-Teacher Conferences per school year. The dates and times of the conferences will be announced and posted in the facility. You will be asked to join your child's teacher to discuss your child's care and development and to exchange information about the program. Your child's teacher will conduct two formal assessments each year on children enrolled in our program. Assessments are conducted in the Fall and Spring of each year. The assessments will be kept confidential and only shared with the parent. If you are unable to attend a conference, a phone conference may be available. If you would like to request a conference with your child's teacher and/or the Director, other than those regularly scheduled, you may do so by speaking with the Director.

**Due to the COVID-19 Pandemic please see the following updates to our Parent Handbook.**

- New policies at arrival include:

Childcare providers must check the temperatures of all teachers, children and adults upon arrival. If any individual has a fever of 100 degrees or higher, they may not enter the facility.

Only one family is allowed in our vestibule at a time to ensure social distancing. A staff member will take each child to their classroom for arrival and pick up each day to ensure social distancing.

If an individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program, we are disinfecting our playgrounds between each group of children. Temporary dividers are being used in several classrooms to meet the new ratios. Daily increase of sanitizing of toys and equipment. In the event that a case presents itself at our center, we will follow all rules and procedures as outlined by the ODJFS and the Health Department.

ACTION: Final  
Appendix C to Rule 5101:2-12-07ENACTED  
Appendix  
5101:2-12-07

DATE: 10/13/2021 9:54 AM

**Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). 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 child care 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 the 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., 37<sup>th</sup> 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 child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

I have received a copy of this Handbook. I have fully read and understand the Dazzling Tots 2 Parent Handbook. I understand and acknowledge my acceptance of the policies stated within this Handbook. I have been offered an opportunity to ask questions. I will direct any further questions or concerns to my director.

Child's Name:

(Please print)

Child's Name:

(Please print)

Parent Signature:

X

Parent Signature:

Date:

-----



Ohio Department of Job and Family Services  
**CHILD MEDICAL STATEMENT FOR CHILD CARE**

Child's Name ( <i>print or type</i> )	Date of Birth
<b>Note: Sections A and B must be completed by the examining Health Care Practitioner (Physician/Physician's Assistant/Advanced Practice Registered Nurse/Certified Nurse Practitioner):</b>	
<b>Section A- EXAMINATION</b>	
√ The above named child has been examined.	
√ The above named child is in suitable condition for participation in group care (i.e. free of infectious disease, mentally and physically fit to be in group care).	
√ The above named child does not have allergies OR is allergic to the following ( <i>please list in space below</i> ):	
<i>Check below, if applicable:</i>	
<input type="checkbox"/> Additional information that will assist the child care program in providing appropriate child care for the above named child (special health care and developmental considerations) accompanies this form.	
Optional: Measurements and Recommended Assessments/Screenings	
Height _____	Vision _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
Weight _____	Hearing _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
BMI _____	Dental _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
	Lead _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
	Hemoglobin _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other: _____
Notes:	
<b>Signature of Examining Health Care Practitioner</b>	
Date of Examination	
Name of Examining Health Care Practitioner	
Telephone Number	
Street Address	City, State and Zip Code

**ATTACH A COPY OF THE CHILD'S IMMUNIZATION RECORD INCLUDING DATES  
(MM/DD/YYYY FORMAT) OF DOSES OF ALL IMMUNIZATIONS.**

<b>IMMUNIZATION (Complete ONLY ONE SECTION below)</b>	
<b>Section 5104.014 of the Ohio Revised Code requires immunizations against the following diseases:</b> Chicken pox, Diphtheria, Haemophilus influenzae type b, Hepatitis A, Hepatitis B, Influenza, Measles, Mumps, Pertussis, Pneumococcal disease, Poliomyelitis, Rotavirus, Rubella and Tetanus.	
<b>Section B - To be completed by the EXAMINING HEALTH CARE PRACTITIONER:</b> <input type="checkbox"/> The above named child has been immunized against the diseases listed above.  <i>If an immunization is medically contraindicated or not medically appropriate for the child's age, note any exceptions by listing the specific immunization(s):</i>	<b>Initials of Examining Health Care Practitioner</b>   Date
<b>Section C - To be completed by the child's parent ONLY IF WAIVING AN IMMUNIZATION(S):</b> <input type="checkbox"/> I have declined to have my child immunized for reasons of conscience, including religious convictions against all of the diseases listed above or against the following disease(s):	<b>Signature of Parent</b>   Date

Ohio Department of Job and Family Services  
**BASIC INFANT INFORMATION FOR CHILD CARE**

This information should be completed by the parents prior to the child's first day. This information should be updated periodically as the infant's needs change.					
Child's Name			Nickname		
Child's Date of Birth			Siblings		
What are you feeding your infant? <i>(Check all that apply)</i>					
<input type="checkbox"/> Formula (include brand)			<input type="checkbox"/> Breast milk		
Formula preparation <i>(if center/provider is to prepare.)</i>					
Amount for each feeding			Frequency of feedings		
My infant likes a bottle warmed: <i>(Check one)</i> <input type="checkbox"/> Room temp <input type="checkbox"/> Warm <input type="checkbox"/> Very warm/NOT HOT					
Juice <i>(type, amount, when?)</i>					
Does child use a cup yet? <input type="checkbox"/> No <input type="checkbox"/> Yes					
Solid foods <i>(baby food, brand, types, amounts, frequency)</i> <i>*you must have written permission from your child's physician if your child is under 4 months and given solid foods.</i>					
Are foods served room temperature or warmed?					
Table food <i>(types, amounts, frequency, special instructions)</i>					
Security items <i>(pacifier, blankies, etc.)</i>					
Nap schedule					
Hints for getting baby to sleep					
Sleeping Position <input type="checkbox"/> Back <input type="checkbox"/> Side* <input type="checkbox"/> Tummy* <i>*You must secure a sleep position waiver from your child's physician if your baby is to sleep on their tummy or side. Please contact the center/provider for a JFS 01235.</i>					
Special Precautions					
Any additional information about your child that would be helpful or you would like staff to know.					
Parent Signature				Date	
Primary Caregiver Signature				Date	
Date form last updated					



I, \_\_\_\_\_ give my permission for my child,  
\_\_\_\_\_ to sleep on a cot/mat during nap time at Dazzling  
Tots Learning Center.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_



Hamilton County Department of Job and Family Services  
Child Care Services

## Special Needs Verification Form

Child's Name:	DOB:
Caretaker's Name:	
Address:	

**Important:** This verification, **if approved**, allows certified child care home providers to be paid at a higher rate. **To be eligible for help paying for child care services, families must meet current income guidelines and all caretakers must be employed or in approved school or training activity.**

The child does not function according to age appropriate expectations in one or more of the following areas of development: *(check all that apply)*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Social/emotional | <input type="checkbox"/> Cognitive        | <input type="checkbox"/> Chronic Health Issues |
| <input type="checkbox"/> Communication    | <input type="checkbox"/> Perceptual-motor | <input type="checkbox"/> Behavioral            |
| <input type="checkbox"/> Physical         |   |  |

Please describe any area checked above \_\_\_\_\_

If the child is more than 12 years old, can the child independently care for herself/himself?

- No;    N/A;    Yes

What special services does the child receive or require as a result of their special need? (i.e., special adaptations, modified facilities, program adjustments or related services for the child to function in an adaptive manner)

How long (approximately) will these conditions exist? \_\_\_\_\_

How long will it be necessary for child care to address these conditions? \_\_\_\_\_

Are you a licensed physician, psychologist or psychiatrist?    Yes    No

<b>Printed Name</b> of Physician, Psychologist or Psychiatrist:			<b>Physician's Stamp (required)</b>	
<b>Signature</b> of Physician, Psychologist or Psychiatrist:		Date:		
Street Address:				
City:	State:	Zip:	Phone:	

**\*Notice:** The information on this form is time limited and will expire 12 months from the signature date of the physician, psychologist or psychiatrist.

☺   **The child's caretaker is responsible for sharing form copies with any child care providers.**