



PARENT AND EMPLOYEE INFORMATION

Kidsville Child Care and Development Facility is a state licensed child care center serving Cincinnati and the surrounding area. We offer a nurturing, educational program for infants to school aged children. Our goal is to provide high quality childcare by creating a safe, healthy, and caring environment that promotes the physical, social, emotional, and cognitive development of your child, as well responding to the needs of your family. We partner with parents; working together to help our children grow happy, healthy, and strong, and building a relationship of mutual trust and respect.

Our Philosophy

We believe that each child is a unique and special individual who has the right to safe, stimulating, and educational child care regardless of race, gender, color, religion, ability, economic background, national origin, or ancestry. We know how hard it is to leave your child in the care of another, but please rest assured that your child will be cherished and kept safe while you are away.

Kidsville Child Care Program

Children of all ages will thrive in our play-based program! From infancy through the "tween" years we celebrate children's individuality, nurture their healthy development, and prepare them for success in life.

- [Infants and toddlers](#) develop secure attachments and trust through individualized care, predictable routines, and sensitive caregiving.
- [Preschoolers](#) enjoy lots of time for exploration and hands-on activities, as well as plenty of time to learn at their own pace.
- [School age](#) children (Kindergarten and up) receive opportunities to develop independence, and a wide variety of age-appropriate activities to choose from.

Child Care Enrollment Procedures

Admission to Kidsville Childcare and Development Facility is open to all children aged two weeks to twelve years, regardless of race, gender, color, religion, political persuasion, national origin, handicap, ancestry, or sexual orientation.

Child Care Enrollment Step 1: Check Availability

If you are interested in enrolling your child at Kidsville, please check to see which openings are available. Due to our small group size we do not experience the high turnover of group centers so we can't guarantee there will be openings. If there are no openings available, please add your name to our waiting list.

Child Care Enrollment Step 2: Interview and Tour

We highly recommend that parents visit any center they are considering prior to enrolling. It's almost impossible to tell if a program is right for your child without seeing it in person. Contact us to schedule an interview and tour of our facility. During the interview you will receive an enrollment application, print copy of our policies, and materials to help you choose the program that is right for you. Feel free to bring your child with you so he or she can meet the other children and see what fun things there are to do here. Be sure to allow around 30 minutes so we have adequate time to discuss your child's specific needs, our program policies, and to address all of your questions.

Child Care Enrollment Step 3: Enrollment Application

To secure your spot, send a completed enrollment application with the enrollment fee to:

Kidsville Childcare and Development Facility
1730 Tennessee Avenue
Cincinnati, Ohio 45229

After receiving the application and enrollment fee we will send you confirmation of your child's enrollment and enrollment packet. Once you receive the packet, please take time to complete each of the forms and to become familiar with our policies before your child's first day of attendance.

Child Care Enrollment Forms

The following forms must be completed, signed and submitted by the date listed on each form. No child can be accepted for care without the proper forms on file.

- Child Care Enrollment
- Child Health Report
- Health History and Emergency Care Plan
- Immunization Record
- Intake for Child Under 2 Years
- or
- Intake for Child Over 2 Years
- Media Release Form
- Parent/Provider Contract
- Transportation Permission (as applicable to your family)

- Alternate Arrival/Release Agreement (as applicable to your family)

We will inform you of necessary updates and give you at least a week to submit the updated form. If forms are not kept current child care will be suspended and regular tuition payments due until the forms are submitted.

Child Care Disenrollment Policy

At some point it will be time for your child to move from our care to school or another situation. The Parent/Provider Contract may be terminated by either Kidsville or by the parent. Two weeks' notice must be given in writing when the parent terminates child care services. Regular tuition payments are due during this time whether the child is brought for care or not. Kidsville may terminate a child's enrollment effective immediately for the following reasons: failure to pay tuition and/or fees on time, lack of parental cooperation, inability to meet the needs of the child, failure to pick up the child on time, failure to complete and return required forms, verbal or physical abuse or threat by a parent or other person transporting a child, a child's behavior which threatens the well-being of any person at Kidsville, or for any other reason as deemed necessary by Kidsville. When notice of termination is given by the parent or by the center all outstanding bills must be paid; regardless of which party terminates services. If the parent does not give a written two-week notice, tuition for the two weeks following the child's last day of attendance is due.

Child Care Policies and Procedures

We want you to feel comfortable and welcome in our program! Our goal is to provide the highest quality of care for your child in a family-based environment. Our child care policies and procedures will give you an insight into your child's day at Kidsville and let you know what we do to provide the highest quality care.

Caring

Caring for children is our chosen profession. Children are very special to us and their well-being is our main concern. We truly enjoy talking and playing with each child, and meeting his or her physical and emotional needs. Your child will be loved and treated as a uniquely special person while in our care.

Toileting and Diapering

Children are not required to be toilet trained by a specific age. We believe that a child should begin toilet training when he/she is physically and psychologically ready. Parents and teachers should be alert to signs of readiness, and together discuss an individual plan. We will continue the toileting process here once it has begun at home. Children must be ready to participate willingly if the process of toilet learning is to be a positive one and, to this end, the Center cannot and will not force a child to use the toilet. Children in diapers are changed every other hour and on an as needed basis.

Communication

Quality care is promoted through open communication between parent and provider. Feel free to contact us to see what kind of day your child is having, to share good news, and the like. Please also share your thoughts with us, whether positive or negative as both are important to us and help us to provide quality care for your child. Information about your child's experiences in child care will be shared with you on a daily basis. Parents of children under the age of three will receive a "My Day" sheet which will include information about the child's eating and sleeping patterns as well as any other important information. Parents of children three and older will be verbally informed about their child's day at pick-up time, and through written notes when necessary. We will be happy to fill out a "My Day" sheet for a child of any age - just ask if you'd like to receive one for your child.

Staff/Child Ratios

Staff/child ratios that are required by state law to be maintained in the center:

Staff/Child Ratios, Age Grouping and Maximum Group Size

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

Conferences

We are always eager to speak with families about their child's daily experiences, growth, and development, or any other topic you may wish to discuss. Although Kidsville does not hold formally scheduled conferences, information about your child's growth and development will be shared on an on-going basis. If you have special concerns we will be happy to work with you to arrange a convenient time to discuss these issues by phone or in person. Please understand that nap time and evenings will usually be the best time for us to give the uninterrupted attention that your concern deserves. Feel free to request a conference at any time if you have a concern or feel that we need time to talk face to face without interruptions.

Confidentiality

All information about children and their families will be kept strictly confidential. If a communicable illness occurs, each family will be told of possible exposure, but not the name of the sick child. Please do not ask us any questions that could be a breach of confidentiality. If you need information about another family, please speak directly with that family.

Entrance Area

The entrance area is an important source of information. The bulletin boards display the center's licensing certificate, the most recent results of the licensing specialist's visit, the current weekly menu and monthly lesson plans. There will also be the most recent newsletter, disease/illness notices and other information. Please take a moment to look around when you drop off or pick up your child.

Hours of Operation

Kidsville is open from 7:00 a.m. until 6pm. Monday through Friday. Kidsville is closed for the holidays. Please see the Director for the holiday closure schedule.

Open Door

Parents are always welcome at Kidsville to visit, observe, or to stay and play, unless restricted by a court order. If there is a court order restriction, we will need a copy of the order. Feel free to stop by any time, but be aware that during nap time your child will most likely be sleeping. We encourage parent involvement in center activities. Parents are welcome to spend time in the classroom, visit for lunch, or share any talents they have with the children. Parents are always welcome with no notice required, but may want to notify the teachers when they plan to visit, so that the child and the group can be prepared for the visit. If your child is having difficulty with separation, please discuss with the teachers ways that would make parting easier. You may decide that extra visits during your child's first few weeks could make it more difficult for him/her to settle and adjust. Please discuss any concerns you may have with the Teachers.

Orientation

Starting in a new setting can be an exciting yet scary experience for a young child. Even children who are looking forward to child care may become apprehensive when they realize that you are not going to be there all day. This feeling is a normal reaction. Since children often sense parents' apprehension it is important for both parents and children to be comfortable with the new routine. We will be happy to help you and your child through the orientation period as necessary. Although we do not have a formal trial period, please recognize that it may take 2-3 weeks for your child to fully adjust to his/her new routine.

Professionalism

Kidsville Childcare strive to be professional in all areas. We are licensed in the State of Ohio. We follow all licensing rules and regulations and are visited regularly by a state Licensing Specialist to ensure that we continue to meet licensing standards. Our licensing certificate and the results of the latest monitoring visit will be posted on the bulletin board.

Substitute Caregivers

Occasionally there will be a need for a substitute caregiver; at these times Kidsville will arrange for a substitute caregiver. This person will be experienced in caring for children, familiar with the policies at Kidsville, and will have fulfilled at least minimum licensing requirements. Each substitute provider will receive an orientation following the state required orientation form, and will sign that each area on the form was covered.

Waiting List

A waiting list is maintained and used to fill vacancies. Parents wishing to be placed on the waiting list need to provide information for the waiting list. When an opening becomes available families will be notified in the order that they were put on the waiting list, with priority given to siblings of children already enrolled and those families whose child care schedule most closely fits the available opening. Parents must submit a completed enrollment Intent/Acceptance and the enrollment fee within 24 hours of being notified, or the opening will be offered to the next family on the list.

Child Care Fees

No business can run without funding, therefore the following policies have been developed to promote the high quality services, materials, supplies, and well-trained, educated caregivers common to Kidsville. Financial terms will be finalized upon signing the parent-provider contract.

Child Care Enrollment Fee

In order to reserve a child care space in the program and top cover the cost of paperwork, a non-refundable enrollment fee of \$25.00 is due when you enroll your child. No child care spot will be reserved without an enrollment fee. Holding fees apply if you are requesting a holding period of

more than one week. Tuition payments for the first week/month are due on the child's first day of attendance.

Child Care Holding Fee

When we agree to hold an opening we give up the right to fill that position and to receive tuition from that position. For this reason a non-refundable holding fee is required to hold an opening when a child's start date is more than one week after enrollment. This fee will be three-quarters of the regular weekly fee, and will be due on the Monday of each week that the opening is to be held, beginning on the date that the opening becomes available. If payment is not received by 5:30 on Monday, the opening will no longer be held and any fees or payments that have been made will be forfeited.

Child Care Tuition

Tuition payments are used to provide the highest possible quality of care and environment for your child. **Tuition** is based on the schedule recorded on the Parent/Provider Contract and is due on the morning of the first day of attendance each week. Payment is considered past due if not paid in full by 6:00 PM Monday of each week; at which time a \$15 **late tuition fee** will be charged weekly until tuition and fees are paid. Late payment of tuition may cause child care services to be suspended without notice until full payment is received. Pre-paid fees including overpayments are non-refundable; it is your responsibility to ensure that the correct amount is paid. Tuition may be paid weekly, bi-weekly or monthly; by check, money order, or in cash. You will receive a monthly statement recording your payments as well as any additional charges due or credit given. At least two weeks' notice will be given before a rate increase is put into effect.

Child Care Assistance Payments

We are more than happy to work with parents receiving assistance from the Ohio Department of Jobs and Family Services (ODJFS). If you are receiving ODJFS assistance you are responsible for co-payments and any other payments or fees not covered by ODJFS. In addition if your child is absent from care it is your responsibility to contact ODJFS to arrange for payment to continue, or to cover those payments yourself.

Overtime Child Care Fee

It is vital that you adhere to your contracted schedule to maintain legal staff-child ratios as well as the quality of care you expect. Therefore an overtime fee will be charged if your child is dropped off or picked up more than 10 minutes outside of your contracted schedule or is on the premises before 7:00am or after 6:15pm. To comply with the center's closing time of 6:00pm, please be sure your child is signed out before 6:00pm and is off the premises shortly thereafter. The overtime child care fee will be \$10.00 per child for the first 15 minutes plus an additional \$1.00 per child per minute for each minute after the first 15 minutes.

Late Tuition Payment Fee

Prompt payment of tuition is necessary to ensure that the program can continue to function. Tuition fees that are not paid in full by 6:00pm on Monday are considered past due and a \$15 Late Fee will be charged weekly until the tuition is paid in full.

Child Care Fees - Legal Fees

If it is necessary for Kidsville and a family to engage in legal action the family involved is responsible for all costs and expenses, including attorney's fees. Parents will be responsible for all costs and expenses, including attorney's fees, incurred in the collection of any fees due from their account and/or defending any lawsuit brought by the family in which Kidsville prevails. Such costs and expenses also include but are not limited to court costs, bank charges and substitute charges, i.e. the cost of substituting for our time or a substitute and/or additional caregiver's time while we are taken away from duties at Kidsville.

Child Care Fees - NSF Fee

The program needs to maintain an adequate cash flow in order to continue, therefore a fee of \$40.00 will be charged for any check returned due to non-sufficient funds (NSF). In addition to the NSF fee, parents are responsible for all charges assessed due to NSF checks. NSF checks will be re-deposited once and if returned a second time a cash or money order payment is required for replacement of the check. Because subsequent checks from the same account may be held by the bank, tuition payments must be paid in cash or money order for six weeks following a NSF check. If three separate checks are returned due to NSF all subsequent tuition payments must be made in cash or money order.

Child Care Supply Fee

To help maintain a good stock of supplies for your child we will inform you before your child's stock of diapers, wipes, or any other consumable item will be exhausted. If your child runs out of any consumable item we will provide the item for a supply fee of \$2.00 per item, which will be charged to your monthly statement. Payment of this additional charge is due with the next payment of weekly fees. We have a small supply of extra clothing in limited sizes in case of emergencies. Because licensing rules require that we keep extra clothing on hand, if your child needs to borrow our extra clothing and it is not returned within one week a replacement fee of \$5.00 per item will be added to your monthly statement.

Child Care Damage Fee

Although the materials, supplies and equipment at Kidsville were chosen with durability in mind, misuse or misbehavior may cause permanent damage. You are responsible for any damage above and beyond normal wear and tear caused by your child while at Kidsville unless the damage was caused by the negligence of a caregiver.

Third Party Payments

Third party payments (including ODJFS assistance payments) are accepted when prior arrangements are made. A special payment schedule must be agreed upon and a payment contract signed and submitted by parents before third party payments are accepted. Parents are responsible for co-payments and any amounts not paid by the third party.

Child Care Tuition Credit

Credit may be given for pre-paid fees if the center closes unexpectedly due to emergency, provider sick day, or another reason deemed appropriate by the center. The amount of credit will be recorded on the monthly statement. Credit must be redeemed within one month; after that time it will be forfeited. It is your responsibility to remember to redeem your credit.

Child Care Tuition Discount

When a family enrolls more than one child for full time care, the full fee will be charged for the youngest child and a 5% discount will be applied to the tuition of older siblings. The discount only applies to full time schedules.

Child Guidance and Management Policy

We believe that the primary responsibility for raising young children rests with their parents and our role is to assist you in the training and guidance of your child. If you desire help in dealing with a specific behavior please discuss it with us; there are many resources available to assist us. We appreciate your support of our child guidance policies as we work together to encourage positive behavior.

Child Guidance Goals

The goals of our child guidance policy are for our children to develop positive self-esteem and socially acceptable ways of expressing their needs and feelings. This child guidance policy is preventative, not punitive, and designed to encourage the children to practice self-control, develop decision-making skills, and take responsibility for their own actions. Common courtesy and respect for themselves, others and for property are values we believe in and encourage the children to learn.

Child Guidance Procedures

The following guidelines and procedures are used to encourage positive behavior and discourage unwanted behavior:

- The environment combines consistent routines with clearly defined expectations so children know what to expect from me, as well as what we expect of them.
- Praise, kind words, smiles, hugs, applause, and other positive reinforcements are consistently used to encourage desired behavior.
- Redirection to another activity is the first technique used when undesirable behavior occurs.
- Instead of punishment, problem-solving and talking through situations is used to help the children discover alternative behaviors.

- Removal from the situation will result if physical or emotional harm to him/herself or others has occurred. Time will be spent helping the child to calm down and discussing appropriate alternative behaviors.
- "Time-outs" will be used only when other techniques have not been successful. When used, a "time-out" will not exceed five minutes and will only be used with children three years or older, never with children under three. In lieu of time out, younger children will be placed on our lap or near us until they have regained control.
- If a child is crying, fussy or distraught I will rock or cuddle him/her until he/she has calmed down. Under no circumstances will I ever shake a child.
- Any child who seems overexcited or over-tired will be encouraged to spend some quiet time with a book or spend some time alone in a quiet place.

At all times the child guidance procedure will employ a loving and nurturing manner to encourage self-control, to teach self-respect, respect for others and respect for property.

We realize that no single technique will work with every child every time, however if a child consistently exhibits unacceptable behavior, a conference will be requested with the child's parents to consider how to deal with the behavior. If the behavior continues the next steps may include referrals to appropriate community resources, and/or termination of care.

Child Guidance for Licensed Programs

According to licensing regulations, the child guidance procedure will never include punishment that is humiliating or frightening to a child such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food, or punishment for lapses in toilet training. These and other forms of physical punishment are prohibited and will never be used, even at the request of a parent.

Child Care Safety, Emergencies and Accidents

The safety of every child is of primary importance to us, therefore the following policies have been developed to encourage and provide the safest environment possible.

Child Care Safety - Child Abuse

Our love of children prompts us to help provide the best possible life experiences for them. We have been trained to recognize the signs of abuse and neglect, and are required by law to report to Social Services any suspected abuse or neglect of any child we care for. Substitute and/or additional caregivers have also been trained to recognize signs of abuse and neglect, and are also required to report suspected abuse or neglect to Social Services. Training in child abuse and neglect is renewed at least every two years.

Child Care Safety - CPR

We have been certified in infant, child and adult CPR (Cardiopulmonary Resuscitation) and renew our certification regularly to keep it current. Substitutes and additional caregivers have received CPR training.

Child Care Safety – Environment

We make every effort to maintain an environment that is childproofed and safe for your child according to Ohio licensing regulations. This includes the use of outlet covers, cupboard latches, doorknob covers,

baby gates, safe storage of hazardous materials, and the like. In addition, no person whose behavior gives reasonable concern for the safety of the children will be allowed on the premises.

Child Care Safety – Evacuation

In case of an emergency that requires evacuation, we will assist the children to exit through the front child care entrance/exit. If that door is blocked we will exit through the back door. In any case we will gather on the corner of Reading Road and Tennessee Avenue. To ensure that all children are accounted for the sign-in and attendance forms will be brought along. After taking attendance, the children will be moved to a safe location as necessary. The first aid kit, a cordless phone, and the list of parent phone numbers and emergency contact information will also be taken with us. All families will be notified as necessary.

Child Care Safety - Fire and Tornado Drills

Being prepared for emergencies helps the children to feel less frightened if one were to occur. We conduct fire drills monthly and tornado drills routinely during tornado season. Each drill is recorded in a safety log.

Child Care Safety - First Aid

All staff members have been certified in First Aid and renew certifications regularly. Substitutes and additional caregivers have also received First Aid training.

Child Care Safety – Injury

Active children accumulate bumps, bruises, scratches and scrapes often through active play. Licensing rules require that each child be observed for signs of injury upon arrival, and unusual injuries be recorded in the medical log. Minor injuries will be treated with soap and water, a Band-Aid, ice as needed, and lots of TLC. All injuries requiring treatment are logged in a medical journal; parents have access to medical log entries concerning their child. If a serious injury, including a head injury, occurs we will call 911 and the child requiring emergency care will be transported by ambulance to Children’s Hospital Medical Center with parent’s signed permission. We will care for your child but the parent must agree to emergency transportation from our local emergency resources. Parents will be contacted as soon as possible after calling 911. If a parent cannot be reached immediately the emergency contact person on the enrollment form will be notified. Payment of any bills or charges incurred from the ambulance and/or other medical care is the responsibility of the parent. Licensing rules require that any injuries requiring professional medical attention be recorded on an Injury Report form, with one copy sent to our licensing specialist and the other copy placed in the child's file.

An incident report shall be completed and given to the parent/guardian on the day of the incident whenever any of the following occur:

- An illness, accident or injury which requires first aid treatment.
- A bump or blow to the head
- Emergency transportation
- An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the home unattended.

Child Care Safety - Loss of Services

If the center loses the use of heat, water or electricity at any time during the day, we will evaluate the situation to see whether care can be provided without undue loss of quality. If safe, quality care cannot be provided under the circumstances, we will notify each family and payment for days that the center is closed due to loss of services will be credited to your account. The center will remain closed until safe, quality care can be provided.

Child Care Safety - Missing Child

In order to keep each of the children safe, no child is ever left alone and children are accounted for at all times. If a child would become lost, we will quickly check all areas of the center and property. If the child cannot be found, the police will be called immediately, and then the child's parents or emergency contact person will be notified.

Child Care Safety – Field Trips and Routine Trips

Staff will be assigned a child. A head count will be done prior to departure and before arriving to ensure no one is left behind. Emergency forms will also be used in the case of an emergency. To ensure that all children are accounted for the sign-in and attendance forms will be brought along.

Child Care Safety - Other Emergencies

In the event of a tornado or severe thunderstorm we will assist the children to the basement where we will listen for the 'all clear' signal. Blankets, flashlight, a radio, and batteries for both are kept in the Director's office at all times. To ensure that all children are accounted for the sign-in and attendance forms will be brought along; the cordless phone and first aid kit will also be taken.

Child Care Safety - "Ouch" Report

An "Ouch" Report will be filled out for any injuries requiring treatment. After both parent and provider sign the report, one copy will be given to the parent to take home and the other copy will be placed in the child's file.

Child Care Safety - Safe Release

In order to keep your child safe, we will only release a child to his/her parents and to persons listed on the enrollment form. If anyone other than the child's parent or a person listed on the enrollment form is to pick up a child, we need to be notified in advance in writing or by a phone call. The person will be required to show a picture ID before he or she is allowed to pick up the child.

Child Care Safety - Safe Transport

When children are dropped off and picked up, they need to be transported safely. Use of drugs or alcohol or the lack of use of an appropriate car seat can create an unsafe transportation situation for children. If it is our opinion that the child cannot be safely transported we will take reasonable steps to encourage safe transportation, including offering to call a cab or another contact person. While we cannot keep a child from a parent or legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger. Substitute and/or additional caregivers are also required to follow these guidelines.

Written parental permission is needed prior to children being taken on any routine or field trips.

Children will be transported in the company vehicle for field, routine or emergency trips.

Child Care Safety – Security

To ensure the safety of our children and their caregivers, precautionary measures against unwanted intruders and children leaving the center un-escorted have been put into place. The most important step to avoid unwanted intruders is to have only one access to the center, therefore the front and side doors are kept locked at all times and if inner doors are open the screen doors will be locked or hooked. Because the child care entrance is out of sight and visitors must pass by the entire length of the house to access that door, it will generally be left open. To ensure that children remain inside the center the front screen door is hooked shut above the reach of the children at all times, in addition to the inner door being locked when it is closed. The side door is not accessible to the children, but also has a screen door that is kept locked when the inner door is open. The child care entrance door has a childproof doorknob cover, and when the inner door is open the screen door will be hooked shut above the reach of the children. If the child care door is locked or hooked shut when you arrive please knock instead of ringing the doorbell as the doorbell startles the children.

Child Care Safety – Weapons

In order to keep our children safe, no one may bring or use weapons of any kind on the premises for any reason. This includes firearms, ammunition, and any other object that could reasonably be perceived as a weapon. Persons attempting to bring a weapon on the premises will be asked to leave. Failure to comply will result in a 911 call to the police. Possession of weapons of any kind by parents or children may be cause for immediate termination of child care services. Kidsville does not own or store any weapons, firearms, or ammunition on the property.

Indoor/Outdoor Play

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

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

Arrivals and Departures

Children are to arrive clean and fed (unless arriving just before a meal time). We will try our best to send your child home with a clean diaper, and would appreciate the same consideration when you drop off.

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, the longer you prolong the departure, the harder it gets. A

smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In my experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Please be brief at pick-up times, as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to back up our rules. Please be in control of your child during pick up times.

Please leave your cell phones in your car so that the director, teachers and your child will have your undivided attention at pick up or drop off time.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we **MUST** have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection. Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Your director can set up a time where the issues can be discussed in private.

In the event a child does not arrive at Kidsville from another program or school staff will call the point of contact provided by the parent to determine the whereabouts of a child. If the program or school has no information then the parent will be contacted immediately.

Child Care Health Policies and Management of Illness

Our goal is to keep your child as healthy as possible so his/her energy can be used to grow and learn instead of to fight germs. Read on to see how our child care health policies enable us to provide the healthiest possible environment.

Child Care Health - Communicable Disease

One of our goals is to promote optimum health among our children, our families, and in our community. In addition, we are mandated by state law to report any confirmed cases of certain communicable diseases such as chicken pox, measles, mumps, scarlet fever, infectious hepatitis or meningitis to all enrolled families, my licensing specialist, and our local Health Department. All communicable disease reports will be posted near the sign-in sheet and will include signs and symptoms of the disease, but will omit the names of children who are ill and their families.

Child Care Health - Healthy Environment

Each child's health is important to all of us as it can affect our families and home life. We strive to maintain a healthy environment by encouraging the children to cover their sneezes, coughs and to wash their hands frequently, especially before and after eating and after using the bathroom. As mandated by

Ohio licensing rules, toys and surfaces used by the children are disinfected regularly, and any toys that are mouthed are disinfected as soon as possible.

Child Care Health - Illness in General

In order to provide the most positive daily experience for each of the children, licensing rules require that all children be observed for signs of illness upon arrival, and prohibit Kidsville from caring for any child who is ill. Please do not bring your child if he/she has any of the following symptoms:

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

If your child arrives exhibiting any previously listed symptom, or any other questionable symptom, we are not allowed to accept him/her for care that day. If your child develops any of these symptoms while in our care, he/she is required to return home immediately. Please inform us if your child has been ill recently or if there is an illness in your family, even if the illness occurred over the weekend. We will notify you when members of our family become ill. Parental cooperation is essential to maintaining a healthy environment for everyone present at Kidsville.

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

Child Care Health - Illness with Diarrhea or Vomiting

Because vomiting and diarrhea are often contagious and make it difficult to maintain a clean and hygienic environment, we cannot care for a child who has diarrhea/is vomiting, or has had diarrhea/has vomited within the past 24 hours. One incident of diarrhea or vomiting while at Kidsville will require that your child return home immediately. Your child may not return to care until a full 24 hours has passed since the last bout of diarrhea or vomiting.

Child Care Health - Illness with Fever

Since a fever often is a symptom of contagious infection or illness, we cannot care for a child who has a fever above 101 or has had a fever above 101 in the past 24 hours. If we suspect that your child has developed a fever while in our care, your child's temperature will be taken with a thermometer at least

twice at 15-minute intervals, and each temperature recorded. Two readings of fever over 101 require that your child return home immediately. Your child may not return to care until a full 24 hours has passed after the fever has ended naturally, without use of fever reducer. If a doctor determines that the fever is due to an infection, the child may return 24 hours after beginning an antibiotic, or with the doctor's written note.

Child Care Health - Illness with Rash

Because children play so closely together and share space frequently, we cannot care for a child who has a contagious or an unexplained rash. If your child develops a rash while in our care we will notify you and isolate the child within our sight and hearing. You are expected to pick up your child within one hour of notification. If your child is not picked up within one hour your child's emergency contact person will be called to pick up the child. Your child may not return to care until the rash vanishes, a cause is found for the rash, or a doctor's written note allows the child to return.

Child Care Health - Illness Reports

An Illness Report will be filled out whenever a child is required to return home due to health issues. After both the provider and a parent sign the report you will receive one copy to take home and the other copy will be placed in your child's file.

Child Care Health - Medication Administration

In order to avoid accidents and mistakes, medicine administered will be limited to life threatening situation and special health conditions. We are able to give your child medicine only if you have completed, signed and submitted a Medication Authorization form. All medication administered is recorded in the medical log, along with the dosage and time it was administered, and the initials of the caregiver who administered it.

NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.

School age children will be allowed to use inhalers or medications when needed for emergencies. These medications must be given to a staff member and will stay with all other medications and/or accompany them on all field trips. Signed documentation of the medication form is required.

Child Care Health - Preventative Care

Routine immunizations help protect us all from life-threatening diseases. Your child's immunizations must be kept up to date and his/her Immunization Record kept updated and on file with me. To make sure that your child is able to participate in all of our activities, he/she must have a physical within 30 days of his or her start date, and at regularly scheduled intervals afterward. Due to licensing regulations, failure to keep immunization and physical forms current may result in your child being excluded from care until the forms are updated.

Child Care Health - Returning Home

If your child becomes ill while in our care, we are not allowed to care for him/her. We will isolate your child within our sight and hearing and notify you immediately. You are expected to pick up your child within one hour of notification. If your child is not picked up within one hour your child's emergency

contact person will be called to pick up the child. Your child may return to care when he/she is symptom free for 24 hours; has been appropriately treated by a health care provider; and/or has been given written medical approval to return to child care.

Child Care Health – Smoking

To maintain a healthy environment for our lungs, smoking is not allowed anywhere on the premises of Kidsville when children are present.

Child Care Nutrition

Good nutrition is vital to children's physical and mental development. We have developed child care nutrition policies in our program to encourage the development of good eating habits that will last a lifetime.

Meals and Snacks Promote Child Care Nutrition

Due to our desire to promote your child's health and provide good child care nutrition, Kidsville will follow the child care nutrition guidelines of 4 C's for all meals and snacks. A variety of nutritionally balanced, high quality foods are prepared and served on the premises each day.

Child Care Nutrition is Routine

In order to limit our time away from the children and to promote healthy eating habits, food is available only at scheduled times. Children who choose not to eat will need to wait until the next scheduled meal or snack. Meal and snack times are planned so that no child will go more than three hours without being offered food. Scheduled meal times are 9:00-9:30, 12:00-12:30, and 3:15-3:45. If your child is absent during a scheduled meal or snack it is your responsibility to feed him/her before he/she arrives. Although we realize that fast food is convenient, please do not bring your child with a fast food meal or drink as this undermines our efforts to teach healthy habits to the children

Child Care Nutrition Considers Special Diets

Sometimes a child requires a special diet due to allergies, food sensitivities, or other circumstances. We are experienced in reading ingredient lists for allergens and accommodating special diets without compromising nutrition. If your child needs a special diet we will make reasonable adjustments to our menu in order to accommodate his/her needs. If you prefer to send meals to Kidsville, the meal must follow USDA nutrition guidelines, which we will supply to you. If your child is not able to follow the Food Program child care nutrition guidelines due to special dietary needs we are required to have a written doctor's order to follow. Please do not send gum, candy, snacks, or other foods to Kidsville. unless prior arrangements are made.

Child Care Nutrition can Include Special Treats

A well-balanced child care nutrition plan includes occasional treats, and what better time for treats than a birthday or holiday? Special birthday or holiday treats help make these days even more special for our children! We very much appreciate it when parents send in treats, but it is not necessary. If you wish to send a special birthday or holiday treat please let us know ahead of time so we won't plan a treat and end up with double treats. If you are unable to send a birthday treat we will provide one so we can all celebrate your child's birthday together.

Our Weekly Menus Promote Child Care Nutrition

Our weekly menus are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All of our child care menus include foods that are new or different, the children's favorites, culturally diverse, and seasonally appropriate. Menus are rotated on a six-week basis to provide the children with a balance of variety and familiarity. Menus are adapted to incorporate fresh in-season produce and special foods that fit our current curriculum. Food Program forms are kept on file, however weekly menus are not kept.

Child Care Menus

Good nutrition is vital to children's physical and mental development. Our child care menus have been carefully designed to fulfill child care food program requirements, and to promote good nutrition and encourage the development of good eating habits that will last a lifetime.

Week One Child Care Menu

	Breakfast	Lunch	Afternoon Snack
MONDAY	Scrambled eggs Whole Wheat Toast Oranges Milk	Grilled cheddar sandwich Green Beans Tomato soup Milk	String Cheese Grapes Milk
TUESDAY	Oatmeal with cinnamon Kiwi slices Milk	Spaghetti with meat sauce Broccoli Milk	Veggie and cheese kabobs Milk
WEDNESDAY	Eggs in a ring Bananas Milk	Tuna casserole Peas Apples Milk	Mixed fresh fruit Graham crackers Milk
THURSDAY	Pancakes Berries Milk	Egg sandwich Broccoli Carrots Milk	Oatmeal with cinnamon Milk
FRIDAY	French Toast Applesauce Milk	Beef stew Whole wheat bread & butter Milk	Yogurt with berries Milk

Menu is subject to change, to incorporate fresh in-season produce and special foods relating to our current curriculum.

If breast milk is provided by the parent/guardian, it shall be labeled with the child’s name, date expressed, and the date of receipt. Centers shall follow the chart below in regard to storing breast milk:

If breast milk is stored:

- At room temperature (up to 78 degrees Fahrenheit)
- In the refrigerator (39 degrees Fahrenheit or lower)
- In a freezer compartment inside a refrigerator (5 degrees Fahrenheit)
- In a freezer compartment of a refrigerator with separate doors (0 degrees Fahrenheit)
- In a chest or upright freezer (-4 degrees Fahrenheit)

Then keep it as long as:

- 6 to 8 hours
- Up to 5 days from the day breast milk was expressed
- 2 weeks
- 3 to 6 months
- 6 to 12 months

Mothers who wish to breastfeed or pump breast milk at the Center may utilize the infant sleep area or in the nurses station.

Outdoor Play

Kidsville will provide outdoor play each day in suitable weather for all children (except infants) in attendance for four or more consecutive hours. A child care staff member must be outside in the play area to supervise the children. Kidsville will limit outdoor play only in the case of the following weather or safety conditions:

- Rain,
- Tornadoes,
- Blizzards,
- Severe wind chills and/or temperatures or
- Any other extreme weather conditions.

Child Care Daily Schedule

Our daily schedule is flexible, yet carefully designed to promote your child's development and creativity through a balance of educational, stimulating and fun activities. Following a daily schedule helps children feel secure because they can depend on a consistent routine and predict the events of each day. The daily schedule also helps you understand how your child spends his or her day. Each day is mostly child-directed; not guided by the clock.

Child Care Daily Schedule

7:00	Open
7:00-9:00	Arrival and Choices
9:00-9:30	Breakfast
9:30-9:45	Morning Circle
9:45-10:30	Learning Activities
10:30-11:30	Outdoor Play
11:30-12:00	Free Play
12:00-12:30	Lunch
12:30-12:45	Prepare for Naps
12:45-1:00	Story Time
1:00-3:00	Nap/Quiet Time
3:00-3:15	Get up from Nap

3:15-3:45	Snack
3:45-4:00	Clean Up
4:00-6:00	Choices or Outdoors
6:00	Close

Daily Schedules Provide Routine

Children need consistency in their daily routines. An appropriately structured routine can help reinforce positive behaviors in children and minimize negative behaviors. Young children, especially, have problems dealing with disruptions and disorganization throughout the day. When children cannot depend upon a routine or a routine is changed often, their behavior tends to reflect the routine - chaotic and inconsistent. Our daily child care schedule provides routine and structure for children so that they know basically what to expect from day to day.

Our Child Care Daily Schedule is Flexible

Our daily schedule provides a basic framework for our days, but is not rigid. Rigidity in a schedule offers its own set of problems. When an activity is especially engrossing or demands a few additional minutes, it is beneficial to adjust the schedule to accommodate the activity. Problems can result when children are regularly asked to stop engrossing work to engage in something less meaningful. This can promote negative or destructive behavior in the child. The child care schedule may vary on a daily basis because it is based on the children's interests and needs. We also vary the schedule according to the weather and the season; spending more time outside when it's nice out and more time inside when it's cold.

Play-Based Child Care Daily Schedule

Young children are naturally curious and learn best by exploring and discovering for themselves through play. Play is essential for all children's well-being and development. New concepts, improved skills and enhanced comprehension come to children through play. Children's senses help them to experience the world around them, and their imaginations take them anywhere they want to go. While playing, children learn to originate and organize ideas, become more flexible in problem solving, and develop longer attention spans. During play children learn to communicate their thoughts, feelings, ideas and needs to others. Our daily child care schedule gives ample time for play and provides a variety of educational materials and experiences for the children to choose from.

Parent Assistance with Problems and Concerns

Please contact us with any comments or questions, either by postal mail, email or the form below. We look forward to hearing from you.

Kidsville Childcare and Development

1730 Tennessee Avenue
 Cincinnati, Ohio 45229
 513-742-5439 (KIDZ)
 Monday-Friday 7:00am - 6:00pm
 Two weeks to twelve years accepted

Kidsville Childcare and Development Email

info@kidsvillechildcare.com

AMENDED

Appendix

5101:2-12-07

ACTION: Final DATE: 11/21/2019 8:53 AM

APPENDIX p(186801) pa(328986) d: (742653) ra(565648) print date: 11/21/2019 10:41 A

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 Ohio department of job and family services.

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

For more information about 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>.