



## 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 childcare 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, and access to 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 to:

Kidsville Childcare and Development Facility  
1730 Tennessee Avenue  
Cincinnati, Ohio 45229  
Email: [info@kidsvillechildcare.com](mailto:info@kidsvillechildcare.com)  
Fax: 513-672-0253

After receiving the application 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.

## Sleeping, Napping and Resting

Naptime is an important part of a young child's day. Young children need approximately 12 hours of sleep each day and typically at least one or two hours is gained through napping. Sleep is a vital need, essential to a child's health, immune function, normal growth, and development. Sleep enhances emotional health, alertness, attention, and cognitive processes such as memory.

Infants are expected to nap on their own schedules; staff will work with families to accommodate individual sleep patterns. Infants must always be placed in their cribs for sleeping. Infants are placed on their back to sleep unless a physician provides written instructions detailing the medical need for an alternate position. The program furnishes all crib linens; infants may not have other items, such as stuffed animals or bumper pads, placed in their cribs. As the program also prohibits blankets in cribs for infants under twelve months for safety reasons, families are asked to bring sleep clothes, sleep sacks or swaddles.

Toddlers and preschoolers are provided with at least a two- hour rest period, although not all children will sleep during this time. Children who do not sleep or wake early will be provided with quiet activities on their cots or in another area of the room. To make cots more comfortable, we encourage small, travel-sized pillows and cot-sized blankets; we do not have appropriate storage space for larger items. Children are also welcome to bring small stuffed animals, dolls or other small comfort items.

## Infant Care

At Kidsville Childcare and Development, we understand that the first years of life are the foundation for healthy growth and development. Our infant program follows **Ohio Department of Children and Youth (DCY/ODJFS) childcare licensing requirements** to ensure each baby receives safe, individualized, and nurturing care.

## Feeding

- **Parent-Directed Feeding Plans:** Each infant's feeding schedule is based on written instructions provided by the parent/guardian and updated regularly. Bottles and solid foods must be labeled with the child's name and date.
- **Breast Milk & Formula:** Parents may provide breast milk, ready-to-feed formula, or powdered formula. Formula must be prepared according to manufacturer's instructions. Bottles will never be propped or left unattended with a child.
- **Introduction of Solid Foods:** New foods are introduced only with parent direction. The center will not serve solid foods to infants younger than four months, in compliance with ODJFS rules.
- **Sanitation:** Staff wash hands before and after feeding, and all feeding equipment is sanitized after each use.

## Diapering & Toileting

- **Checks:** Diapers are checked at least **every two hours** and more often if needed.
- **Changes:** Diapers are changed immediately when wet or soiled, using sanitary practices as required by ODJFS, including use of gloves, handwashing, and disinfecting the diaper area after each change.

- **Parent-Supplied Items:** Parents are responsible for supplying diapers, wipes, ointments, and creams, all clearly labeled with the child's name. Ointments will only be used with written parent permission.

## Daily Activities

Infants learn through nurturing, exploration, and play. Our program provides:

- **Individualized Schedules:** Infants follow their own natural rhythms for eating, sleeping, and play. Staff work with parents to maintain consistency with home routines.
- **Tummy Time & Movement:** Infants are given supervised "tummy time" daily to encourage motor development. Infants are never left unattended on the floor.
- **Sensory & Social Experiences:** Age-appropriate activities such as songs, stories, soft toys, mirrors, and gentle interaction support cognitive and social-emotional growth.
- **Outdoor Time:** Weather permitting, infants spend time outside daily, in strollers or on blankets in shaded areas.
- **Safe Sleep:** Infants are placed on their backs to sleep, in their own cribs, with no soft bedding, blankets, or stuffed toys, in compliance with ODJFS safe sleep regulations.

## Communication with Families

- Parents receive **daily written reports** about feedings, diaper changes, naps, and activities.
- Any concerns about feeding, health, or development are shared promptly with families.

## 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 updates in Procare 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.

## Problem or Issue Resolution

At Kidsville Childcare and Development, we believe open communication builds trust and strengthens our childcare community. We encourage families and employees to raise questions or concerns promptly so they can be resolved quickly and fairly.

In accordance with **Ohio Department of Children and Youth (DCY/ODJFS) licensing rules (OAC 5101:2-12)**, all families and staff have the right to:

- Receive respectful, timely responses to concerns.
- Request clarification of center policies and procedures.
- Contact ODJFS if a resolution cannot be reached within the center.

## Steps for Parents

1. **Classroom Discussion**
  - Begin by sharing your concern directly with your child's **classroom teacher**. Many issues can be quickly resolved at this level.
2. **Director Review**
  - If the concern is not resolved, or if it involves program policies, fees, staffing, or other administrative matters, contact the **Center Director**. The Director will meet with you to listen, review documentation if needed, and propose a solution.
3. **Written Documentation**
  - Parents may request that the concern and the center's response be documented in writing. A copy will be kept on file.
4. **ODJFS Contact**
  - If you are not satisfied with the resolution, you have the right to contact the **Ohio Department of Job and Family Services (ODJFS) Child Care Licensing Unit** at 1-877-302-2347, option 4. The ODJFS licensing specialist assigned to our center may investigate and provide additional guidance.

## Steps for Employees

1. **Direct Communication**
  - Employees should first discuss the issue with their **immediate supervisor or lead teacher**.
2. **Director Discussion**
  - If the concern is not resolved, the employee may bring it directly to the **Center Director** for review.
3. **Written Grievance**
  - Employees may submit concerns in writing. The Director will provide a written response within a reasonable time frame.
4. **External Reporting**
  - Employees may also contact **ODJFS Child Care Licensing** if they believe licensing rules, child safety, or staff rights are being violated.

## Commitment to Resolution

- Kidsville Childcare is committed to resolving problems in a manner that is respectful, confidential, and timely.
- Retaliation against parents, children, or staff who raise concerns is strictly prohibited.
- All concerns will be reviewed in line with **ODJFS licensing rules** and documented as required.

## 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**

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

## **Hours of Operation**

Kidsville is open from 6:30 a.m. until 6:30pm. Monday through Friday. Kidsville is closed for the holidays. Please see the Director about the holiday closure schedule.

Weather-related closings or delays and any other factors will be announced on Procure. Please make sure you have a profile so that you can receive the notifications.

## **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.

## **Discipline Policy**

Kidsville Childcare seeks to foster a strong self-esteem and sense of security. Therefore, no physical or demeaning forms of punishment will be permitted. Children exhibiting unacceptable behavior will receive guidance through positive-reinforcement techniques. If this method is consistently unsuccessful, the child will be removed from the situation for a few minutes, during which the teacher/child-care provider will attempt to help him/her understand what has happened and why. At the end of this time period, the child will be allowed to return to the group activity. Should the problem persist, the above intervention will be repeated. Parents will be made aware of the child's behavior and his/her progress in dealing with frustration and anger. If these attempts should fail and if the center is unable to keep the child from exhibiting unacceptable behavior, Kidsville Childcare reserves the right to refuse the child's presence until such behavior ceases.

Parents are encouraged to make us aware of any stressful events or situations a child may be experiencing that could contribute to unacceptable behaviors, and any therapeutic techniques utilized successfully at home.

Please keep in mind that all children experience differences in frustration levels and coping behaviors. Our intention is to provide security, consistency, and guidance in these areas. It is important for children to learn healthy ways to ventilate and acquire the skills needed to handle inner feelings of anger, frustration, sadness, and disappointment.

Parents are strongly encouraged to discuss any behavioral concerns with the teacher/child-care provider and work with the teacher/child-care provider to help establish positive limit-setting techniques. These actions will promote continuity of care.

The following methods of discipline are strictly forbidden within the center and may result in suspension and/or expulsion.

There shall be no:

- Cruel, harsh, or unusual punishment
- Delegation of discipline techniques to other children
- Physical restraints to confine a child
- Use of locked rooms or closets for isolation, humiliation, or verbal abuse
- Use of profanity
- Withholding of food, rest, or toilet use
- Punishment of an entire group of children due to the unacceptable behavior of one or a few
- Isolation and restriction of children from all activities for an extended period of time

Discipline shall never be utilized for failure to eat or sleep, or for toileting accidents. Should the Administrator or an employee suspect that a child has been abused or neglected, he/she is required to notify the public children's services agency. We do keep in mind that bumps and bruises often occur as a result of just being a child; however, please let us know of any unusual injuries and/or accidents that occur at home.

We understand and acknowledge that each family has preferred discipline methods. Kidsville Childcare does not initiate any form of physical discipline for any reason. Please do not request this action from us. Should a parent wish to utilize a form of discipline not used by this center, we ask that you do so at home, not on the premises.

Children's unwanted behaviors may be very frustrating to parents. We maintain different books, articles, etc. on children's behaviors and methods to help cope during these trying times. Please see the Administrator should you be experiencing problems with your child at home and are unable to resolve the situation.

### **Biting/Unwanted Behaviors**

One of the most difficult and unwanted behaviors a child may demonstrate is biting. The center utilizes a variety of therapeutic, non-physical techniques to deter a child from unwanted behaviors; however, we cannot resolve this problem alone. Parent participation and cooperation is a necessity.

Child-care providers use an appropriate intervention: a time-out after each unacceptable action. To promote continuity, parents must then assume the responsibility of utilizing these interventions as needed at home.

If unwanted behavior cannot be influenced for a positive change, the alternative choice is to discharge the child from the program. Please understand we cannot allow children to hurt their friends.

The protocol which is used for biting or unwanted behavior—spitting, cursing, etc.—will be:

1. Parents will be made aware of the situation and time-out interventions being utilized by the center.
2. Attempts to eradicate the behavior will be made for a period of up to one month, providing that no child has received a bite that has broken the skin or caused another serious injury. After one month, if the behavior continues, we may request withdrawal of the child from the program for a period of up to one week to allow further interventions to be taken by the parent.
3. If a child bites and breaks the skin of another child or bites more than two times a day, we may require the child to be removed from the center for a designated period. This will allow parents to work with the child until the behavior has ceased. At that time, the child may return for a probationary period.
4. If the problem continues without resolution and/or improvement, the parent will be required to withdraw the child from the program. All childcare fees will be forfeited.

The decision of the center Administrator will be final.

## **Child Care Fees**

Kidsville Childcare relies on our tuition payments, 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 to 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; online. You will have access to your online 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. If your child is contracted as either a full time student or a part time student and ODJFS does not cover the full payment due to your child's attendance that week, you are responsible for the difference in payment.

## **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 6:30am or after 6:30pm. To comply with the center's closing time of 6:30pm, please be sure your child is signed out before 6:30pm and is off the premises shortly thereafter. The overtime child care fee will be \$15.00 per child for the first 15 minutes plus an additional \$1.00 per child per minute for each minute after the first 15 minutes. Please keep in mind we rely on your written schedule time so please make sure your attendance time stays within those time frames. Also, if you require more than 10 hours of care in a day, please let the Director know so we can discuss your additional needs.

### **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 or another consumable item will be exhausted. If your child runs out of any consumable items, we will provide the item for a supply fee of \$2.00 per item, which will be charged to your 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. Licensing rules require that we keep extra clothing on hand, so please make sure we have an extra set on hand.

### **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 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.

### **Vacation, Sick Days and Emergency Closings**

If your child is contracted to receive full time care, your status/payment does not fluctuate unless discussed and approved by management. If your child is sick or out due to vacation or an unforeseen emergency, you are still responsible for the full payment. This is an industry standard. Tuition is due regardless to maintain your child's spot.

No fee deduction is provided for emergency closings, legal holidays or vacations.

### **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 - Daily**

- All children are actively supervised at all times by staff responsible for their care.
- Children are marked in attendance upon arrival in Procure.
- The person who brings a child to the Kidsville must bring the child to the staff responsible for the child's care and ensure that staff is fully aware of the child's presence before departing.
- Family members are responsible for the supervision of their children when children are not in the care of staff, such as during arrival and departure times. Children may not be unaccompanied in the building and should never be sent inside alone. Children may not be unaccompanied outside the building, on the sidewalk or in parked cars.
- To ensure that access to the program is limited to families and authorized people, all visitors must be permitted entry by staff.

- When a child custody issue exists, it is the responsibility of the residential parent to provide official court documentation if there are restrictions or limitations placed on the nonresidential parent. The program may not deny a parent access to their child without proper documentation.
- The only persons who may pick up a child from the program are those listed on the Authorized Release list in Procure on listed on the enrollment form. Staff will not release a child to anyone not listed on the form without additional written instructions from the parent. Staff will ask to see photo identification of persons that they do not recognize.
- If the person responsible for picking up the child has not arrived by 15 minutes after the end of the contracted childcare schedule, the administrator on duty will contact persons listed as emergency contacts on the child's Enrollment and Health form. After one hour, if the person responsible for the child or an emergency contact has not arrived or been contacted, Hamilton County Child Protective Services will be contacted, and will determine if the child should be brought to their agency.
- Children who arrive to Kidsville from another educational program by contracted transportation have a written plan, bus schedule and appropriate contact information, for determining their whereabouts should they fail to arrive as scheduled.
- At Kidsville, the entry doors are kept always locked.
- No smoking is permitted indoors, immediately outside of the building; no firearms or other hazardous materials are permitted on the property.
- There is a phone in each room and in the each office.
- All employees of Kidsville are required to report suspected child abuse or neglect to the public children's services agency. Staff completes a Recognition of Child Abuse and Neglect training course to assist in this process.
- When families come to the building, we encourage all to turn vehicles off when they enter the building.

### **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 - "Incident" Report**

An "Incident" Report will be filled out about 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 entrance door is always kept locked.

## **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.

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 childcare health policies enable us to provide the healthiest possible environment.

### **Child Care Health - Immunizations & Exemptions (Ohio ORC 5104.014)**

Within 30 days of enrollment and at least every 13 months, each family must provide a completed **JFS/DCY 01305 Child Medical Statement** indicating (1) the child's immunization dates, (2) that the child is in the process of being immunized, or (3) an allowed exception (medical contraindication, not age-appropriate, or parent declination for reasons of conscience/religious convictions). We will accept families choosing an exception. Families must complete and sign the decline section of the JFS/DCY 01305. The center maintains these records confidentially. During a communicable-disease outbreak, the center will follow the **Ohio Communicable Disease Chart** and local health department guidance. Unimmunized or under-immunized children **may be temporarily excluded** for their protection and the safety of others and may return when public health criteria are met. Copies of the Communicable Disease Chart are posted in the center.

### **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**

To avoid accidents and mistakes, medicine administered will be limited to life threatening situation and special health conditions as a center we don't administer medication to our children.

Children will be allowed to use inhalers 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 childcare nutrition, Kidsville will follow the childcare nutrition guidelines of CACFP 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. Meal and snack times are planned so that no child will go more than three hours without being offered food. Scheduled mealtimes are 8:00-9:00, 11:30-12:00, and 3:00-3:15. If your child is absent during a scheduled meal or snack it is your responsibility to feed him/her before he/she arrives. Outside food/drinks/candy all are prohibited in the center. This undermines our efforts to teach healthy habits to 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 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 cannot follow the Food Program childcare 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.

## 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 cheese sandwich Green Beans Tomato soup Milk	Yogurt Juice
TUESDAY	Oatmeal with cinnamon Berries Milk	Hamburger Broccoli Milk	Graham Crackers Juice
WEDNESDAY	Waffles Bananas Milk	Spaghetti Peas Apples Milk	Whole Grain Gold Fish Juice
THURSDAY	Pancakes Berries Milk	Fish Sandwich Broccoli Carrots Milk	Veggie Puffs Juice
FRIDAY	French Toast Applesauce Milk	Beef stew Whole wheat bread & butter Milk	Pretzels 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 nurse's 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

6:30	Open
7:00-8:00	Arrival and Choices
8:00-9:00	Breakfast
9:00-9:45	Morning Circle
9:45-10:30	Learning Activities
10:30-11:30	Outdoor Play
11:30-12:00	Lunch
12:00-12:30	Prepare for Naps
12:30-3:00	Nap/Quiet Time
3:00-3:15	Snack
3:15-3:30	Clean Up
3:30-5:30	Choices /Outdoor/Departure
6:30	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 childcare 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.

## Compliance with the Americans with Disabilities Act (ADA)

Kidsville Childcare and Development is committed to providing equal access to all children and families. In accordance with the **Americans with Disabilities Act (ADA)**, **Ohio Administrative Code (OAC) 5101:2-12**, and **Ohio Department of Children and Youth (DCY/ODJFS) requirements**, we do not discriminate against any child on the basis of disability, special health needs, or medical conditions.

### Reasonable Accommodations

- Kidsville will make **reasonable modifications** to policies, practices, and procedures to ensure that children with disabilities can fully participate in our programs, unless such modifications would fundamentally alter the nature of the program.
- Examples may include adjustments to classroom routines, additional staff training, or use of adaptive equipment.
- Parents/guardians are encouraged to discuss their child's needs with the Director so an **Individual Care Plan** can be developed in collaboration with the child's healthcare provider.

### Administration of Medication

- Parents must administer all medication.

### Administration of Care Procedures

- Children with disabilities who require **special medical procedures** (e.g., use of an inhaler, blood glucose monitoring, EpiPen administration, or feeding tube support) may receive such care at Kidsville.
- The following are required before procedures are administered:
  1. A **written health care plan** signed by the child's physician and parent/guardian, describing the procedure, frequency, and staff responsibilities.

2. Completion of any **specialized training** by staff, if required, prior to implementation.
3. Updated documentation provided at least every **13 months**, or sooner if changes are made to the care plan.

### **Communicable Disease and Exclusion**

- Children with disabilities are subject to the **same health and safety rules** as all children, including adherence to the **Communicable Disease Chart (JFS 08087)** for exclusion and return-to-care.
- During outbreaks, the health and safety of the child and others will guide decisions, in consultation with public health authorities.

### **Collaboration and Confidentiality**

- Kidsville will work with families, healthcare providers, and outside agencies to support children's participation.
- All health information is treated as **confidential** and shared only with staff directly responsible for the child's care.

## **OBSERVATION AND ASSESSMENT**

Thoughtful observation and assessment of children help staff learn more about children's unique qualities, develop individual goals, plan, and implement effective curriculum, and make referrals as appropriate. The program starts the assessment process upon enrollment asking for a family's input on their child's needs, interests, and development. Parents are asked to complete the Ages and Stages Questionnaire (ASQ-3) within the first thirty days of enrollment, and before a child transition to the next age group. The ASQ-3 is a developmental screening tool designed to identify a child's developmental strengths and needs. Formal screening and assessment may be shared with ODJFS pursuant to chapter 5101:2-17 of the Administrative Code. The program utilizes the Teaching Strategies bronze assessment system, which aligns to The Creative Curriculum objectives for development and learning. These objectives relate to age-appropriate developmental milestones. Teachers share information informally with families through conversation, documentation displays and classroom newsletters and meet formally with families at least twice a year for parent/teacher conferences. If there are developmental concerns or the need for extra resources, Kidsville Childcare utilizes Help Me Grow and other local resources. We believe early intervention is critical to a child's success. There is a list of health and community resources we utilize for screening and assessment.

### **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 6:30am - 6:30pm

Two weeks to twelve years accepted

#### **Kidsville Childcare and Development Email**

[info@kidsvillechildcare.com](mailto: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>.