

DADDYS AT WORK



CHILD CARE CENTER

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Parent Handbook 2023-2024

Table of Contents

4	Program Philosophy, Mission Statement, Contact Information
6	Days/Hours of Operation: Daily Schedule
7	Ohio Staff to Child Ratios, Parental Involvement
8	Parent-Provider Meetings
9	Payment Policies, PFCC Acceptance
10	General Information
	On-site Breastfeeding or Pumping Policy
	Policies and Procedures
	Enrollment Information
11	Care of Children without Immunizations
	Attendance Policies, Absent Day Policy
12	Releasing a child to someone other than a parent
	Supervision, Child Guidance
	Suspension/Expulsion
14	ADA Compliance, Outdoor Play
15	Food and Dietary Policies
16	Illness Policies
18	Emergency, Serious Illness, Injury Procedures
20	Administration of Medications and Topical Products

21	Transportation Policies
22	Infant Care/Diaper Procedures
23	Sleeping/Napping/Resting Policies, Evening Care
24	Disenrollment
25	Conflict Resolution, Formal Screening, Assessments
27	Miscellaneous
27	Appendix
	Rule 5101:2-13-07

Welcome to Daddys at Work Child Care Center! We are so pleased you have decided to entrust us with your most treasured asset: your child!

Program Philosophy/Mission Statement:

Our purpose is to provide high-quality licensed child care for families working toward a solid future. Not only will we provide a safe, caring environment; we strive to offer opportunities for children to learn, explore, and discover educational, social, as well as the joy of play.

This handbook contains our policies and procedures for our day-to-day activities and our preparations for emergencies. Within these pages, however, you will also find our intense purpose to provide the best care possible for your child.

Daddys at Work Child Care Center
315 South Collins Avenue
Lima, Ohio 45804
Phone: 614-392-7157
Email: dawchildcare@gmail.com
Website: yourdaddysatwork.org

Proudly licensed through Job and Family Services of Ohio



Welcome to Daddys at Work Child Care Center!

Daddys at Work Child Care offers a unique program for children in three ways. First, we offer first-and second-shift care for children 0 - 11 years of age. We staff beyond the required state-recommended ratio by hiring a ‘floating’ employee that can assist, communicate with parents and staff members and relieve teachers who need to engage one on one with a child. Finally, we cultivate an environment of learning for the students in our care, preparing them for the start of their successful educational journey.

The children in our care will experience growth socially, emotionally, and physically with planned and open play several times throughout the day both inside and outside our facility. We have a beautiful gym that offers a safe place to run, jump and laugh under the watchful eyes of our staff. Organized games will be offered as well so children learn to play together, take turns, and encourage each other’s growth. ***Alberta’s Future Playground***, our spacious outdoor area, will provide fresh air, and a chance to play in a safe green space, plus there will be plenty of visits from local parks and recreations, arts, music, and even science projects!

For us, it’s about peace of mind. It’s difficult to do your best at work when you’re worried about your children. Our staff never work longer than 4 hours without a break, so they are at their best when they are with the children. We have an on-call Registered Nurse to supervise medications and to check on a child that appears to be ‘under the weather’. We are open weekdays from 5:30 am until 11:00 pm. Hence, a simple phone call with your estimated time of arrival is all it takes if circumstances at work change your anticipated time for pickup. D@W Child Care will only hire staff that understands this job is the most important one they will ever have! Caring for the “diamond in the making” for every family is an honor and a mission we don’t take on lightly.

Parents can expect that when their child enters D@W Child Care Center, they will spend time in a clean, safe, nurturing environment that will cultivate their love of learning. Quality educational programming is important for the growth of children. To further bring our determination to light, we have registered to be evaluated as a Step Up To Quality Program.

Days and Hours of Operation

Our program is open Monday through Friday, 5:00 am - 11:00 pm

The Center will not be open for childcare on Legal Holidays including Christmas Eve, Christmas Day, Thanksgiving Day, New Year's Eve, or New Year's Day

The basic program schedule is as follows:

Times	Activities
5:00 - 7:30 am	Arrivals, handwashing, free play
7:30 - 8:00 am	Handwashing, breakfast
8:00 - 8:30 am	GYM and morning stretches
8:30 - 8:45 am	Restroom break/Hand washing/return to class
8:45 - 9:45 am	Group activity/Learn/Read/handwashing
9:45 - 10:15 am	Snack
10:15- 12:00 pm	15 minute outside walk/ Rest/Cool down/Reading/Restroom/Handwashing
12:00 - 1:00	lunch
1:00 - 1:15 pm	Restroom/Hand washing
1:15 - 2:30 pm	Art/Project/STEM/Clean up
2:30 - 3:00 pm	Snack/Wash Hands
3:00 - 3:30 pm	GYM
3:30 - 5:30 pm	Homework/tutoring/handwashing/Restroom
5:30 - 6:30 pm	Dinner
6:30 - 7:00 pm	Final Pick-ups/Free Play
7:00 - 11:00 pm	Snack/ Prepare for pick ups and bedtime./Quiet time/movie/Parent Discretion

Ohio's Staff to Child Ratios

D@W Child Care Center serves children who are 0 to 11 years of age. Our classrooms are divided by age groups. We meet the state-required staff-to-child ratio and go one step further by having at least one additional staff person on hand that can operate as a 'floater' available to assist or relieve staff scheduled with each group of students. The floating staff member has met all required training.

Appendix A to Rule 5101:2-12-18

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

5. Parent Involvement

D@W Child Care Center regularly sends information to families regarding upcoming activities and events for the program including emailing a monthly newsletter.

Parents are welcome to see their children and participate in any of our daily activities.

There will be culturally based programs each month, Breakfast with Santa, an Easter Egg Hunt, Summer Picnic, and Back-to-School event that parents are encouraged to attend.



6. Parent-Provider Meetings

At pickup time, parents will be told about their child's day.

Parent-teacher conferences are offered four times a year to discuss your child's growth and development (See Appendix B)

Pre Scheduled meetings with parents are offered on Friday evenings between 5-8pm or on Saturdays between 1-3pm. Appointments should be scheduled at least 24 hours in advance. If a parent has a concern or complaint regarding a staff member please request a formal complaint form that will be filed directly to D@W Child Care Center that will be viewed by the director/assistant director. Additional meeting times are also available, please contact D@W Child Care Center with your availability, and we will find a time that will work.



7. Payment Policies

Tuition rates are:	Part Time	Full Time
Infant (0-18 months)	\$175 per week	\$350 per week
Toddler (18-36 months)	\$150 per week	\$ 300 per week
Preschool (3-5 years)	\$150 per week	\$ 300 per week
School-aged (6 - 11 years)	\$112.50 per week	\$ 225 per week
Hourly rate	A\$14.00/hr 10 hrs/wk minimum	

Publicly Funded Child Care (PFCC) is also accepted.

Payment schedule: Tuition payments, including PFCC co-payments, are due on Monday of the week child care is provided.

Full payment is expected even during weeks when your child is absent due to illness or another reason. For families approved for PFCC, if the child does not attend anytime during the week, there is no copayment due for that week.

If payment is not received by Wednesday of the week child care is provided, a late payment fee of \$20 is charged, and your child is not able to attend our program until the payment is made. You and your child also may lose your spot in our program.



General Information

1. On-site Breastfeeding or Pumping Policies

Daddys at Work Child Care Center has a designated room for mothers to privately breastfeed in a clean and sanitary environment with a sink and refrigerator located in the same area. There also will be a line of communication available if assistance is needed by our on-site nurse. Breast milk will be color-coded and labeled with the name of the baby and will be temperature-checked along with our milk. Parents will be required to provide the bottles they prefer for their child to be fed.

Policies and Procedures

Enrollment Information

An enrollment packet must be completed before a child can attend our program. This packet includes:

* **The JFS 01234 “Child Enrollment and Health Information for Child Care,”** form. This required form contains basic enrollment and health information for your child. It must be reviewed each year, and updated as needed. Still, any changes to the information on the form must be provided to our program immediately so that current information is on file.

* **Child Medical Statement:** All children must have a medical examination on file. A completed medical statement is required to be on file at the center within 30 days of the child’s first day of attendance. The medical statement must be updated every 13 months until your child enters kindergarten. *Children who attend kindergarten and elementary school are exempt from this requirement.*



Care of Children without Immunizations

Our program does not provide care to children who have not been immunized.

Attendance Policies:

Arrival and Departure:

Parents/Guardians must bring their children into the program and make verbal contact with program providers. We will sign your child in on the attendance sheet, parents will record their child’s arrival/attendance in the TAP system.

Children may not be dropped off at the front door or sent inside alone.

At departure, parents must make verbal contact with staff, so it is clear the child has been picked up. A staff member will sign the child out on the written attendance sheet. Parents record their child’s departure in the TAP system.

Program's Absent Day Policy:

The parent must inform staff if their child is going to be absent from the program before the expected time of arrival. Please contact us at least 30 minutes in advance. *If a child is absent 3 consecutive days without contacting the center, their enrollment will be canceled.*

Releasing a child to someone other than a parent:

Only individuals authorized in writing by the custodial parent or guardian may pick up children. Anyone other than the parent or guardian must present a state-issued photo ID, which is checked prior to the release of the child.

Releasing a child according to the custody agreement:

If there is a custody agreement for the child, the program must be provided with *official legal documentation* indicating who has permission to pick up the child.

Follow up when a child is scheduled to arrive from another program or activity does not arrive.

Some children may arrive at the center from another program, such as school. If a child is scheduled to arrive from another program and does not, Daddys at Work Child Care Center contacts the other said program and the parent or guardian of the child.

4. Supervision

Our major responsibility is to ensure the health and safety of each child entrusted to our care.

We are alert to the safety needs of the children, anticipate possible hazards, and take necessary appropriate precautionary and preventive measures.

Children are always supervised within sight or hearing of staff members.

At no time is a child left unsupervised

School-Age Children Supervision

School-Age children are permitted to play in the outdoor play space within the sight and hearing of staff members. An appropriate staff member is always able to intervene if needed. At no time will they engage in high-risk activities.

Written parent permission is required for a school-aged child to walk to or from our program to a school or to another destination.

The written permission includes the child's name, the location of the activity, arrangements for going to and from the activity, the start and end time of the activity, and the time period for when the permission is given. It must also include the parent's signature and date.

5. Child Guidance

Your child will be treated with love and respect at all times while they are in the care of D@W Child Care Center.

Our program focuses on setting reasonable expectations for children's behavior and providing positive reinforcement and positive redirection for the children.

We will facilitate problem-solving and encourage children to talk about problems and share their thoughts and suggestions if they have conflicts with each other.

If a child exhibits inappropriate behavior, they are asked to find a space away from the group. They may return to the group when they are ready. This allows the child to self-regulate. If the child continues to exhibit inappropriate behavior, they may be placed in a calming corner. Note that time-outs last for no more than one minute per year of the child's age and are never used with children less than 18 months old. Upon the child's return to the activity, the lead teacher will privately review with the child the reason for the time out and remind them of the expected behavior.

6. Suspension and Expulsion

When a child's behavior places the child or the other children in the program at risk, The Executive Director will communicate with the parent regarding a

behavior plan. If the behavior cannot be modified, the child may be suspended or expelled from the program.

We are required to report child expulsion for behavioral reasons to ODJFS.

7. Americans with Disabilities Act Compliance Policies

Americans with Disabilities Act (ADA) Policies:

Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.

Administering medication to children with disabilities:

As our program administers medication, our on-call nurse will administer medication to children with disabilities in accordance with the child's documented medical/physical care plan.



8. Outdoor Play

- ★ Children are taken outside to play daily, weather permitting.
- ★ On days when weather conditions do not allow for outdoor play, there is time for indoor gross motor activities such as dancing in our gym.
- ★ Children should be dressed appropriately for outdoor play, including appropriate cold and warm weather wear.

Limitations placed on outdoor play due to weather or safety issues:

- ◆ Children over 12 months of age are not taken out if the temperature is below 25°F or above 90°F
- ◆ Outdoor playtime is adjusted or limited during inclement weather and safety conditions including rain, lightning, ice, wind chill warnings, air quality warnings, excessive humidity, high pollen counts, etc.



9. Food and Dietary Policies

Information regarding meeting $\frac{1}{3}$ of the child's recommended daily dietary allowance:

Our program provides the following meals and snacks which provide at least $\frac{1}{3}$ of the recommended dietary allowance for each child:

Breakfast

Morning snack

Lunch

Afternoon snack

Evening

Evening snack

All meals and snacks served are selected from the four basic food groups listed below and provide at least $\frac{1}{3}$ of the recommended dietary allowance for each child:

Meat or meat alternative

Breads and grains

Fruits and vegetables (juices may be used if 100% and undiluted and two vegetables may be used to meet the entire fruit requirement)

Policies Regarding Formula, Breast Milk, Meals, and Snacks:

Unflavored fluid milk is served. Children 12 months up to 24 months are served whole milk and children 24 months and older are served 1%, fat-free or skim milk. A weekly menu is provided on Friday at pickup time that provides the following week's meals and snacks including which meals contain milk serving.

Parents are required to provide prepared bottles for all children who are formula and/or breastfed. All bottles must be labeled with the child's name and the

date the bottle was prepared. In addition, bottles containing breast milk must also be labeled with the date pumped.

Parents are required to provide bottles and formula. A staff member will prepare the bottles on-site. Any unused formula/breast milk is discarded or sent home.

Meals and snacks are served only during meal or snack time. If your child arrives after the end of any mealtime, please be sure that they have eaten prior to coming to the program.

Policies Regarding Supplemental Food:

If you choose to provide your child's food, a staff member will provide supplemental food to give your child when all required food groups are not included in your child's meals for the day. Please make sure your child's name is on the front of the lunch bag/box and the date on which the meal was prepared.

No child will go more than 4 hours without at least a snack or meal unless they are sleeping.



10. Illness Policies

- ❖ Management of illness, including isolation precautions:
 - If your child is sick or does not feel well enough to participate in program activities, please keep them at home.
 - As children arrive, they will be checked for fever using a digital thermometer
 - Children who become ill while in care are isolated within sight or hearing of the provider. cribs/playpens/cots/mats and any linens used are washed and disinfected before being used again.
 - Parents are notified by a sign posted on the parent bulletin board if children have been exposed to a communicable illness.
 - Our program follows all required COVID-19 pandemic rules and guidelines from the Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health.

Symptoms for Discharge

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least 101°F (100°F if taken axillary) when in combination with any other sign or symptom of illness
- ❖ Diarrhea (more than three abnormally, unexpected, or unexplained loose stools within a 24-hour period)
- ❖ Severe coughing (causing the child to become red or blue in the face or to make a whooping sound).
- ❖ Difficult or rapid breathing
- ❖ Yellowish skin or eyes
- ❖ Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain.
- ❖ Untreated infected skin patches, unusual spots, or rashes.
- ❖ Unusually dark urine and/or gray or white stool.
- ❖ Stiff neck with an elevated temperature
- ❖ Evidence of untreated lice, scabies, or other parasitic infestation

- ❖ Sore throat or difficulty swallowing.
- ❖ Vomiting more than one time or when accompanied by any other sign or symptom of illness

A child is discharged if they exhibit any COVID-19 symptoms

Conditions for return of child after illness:

Children are readmitted to the program after at least 24 hours of being free of fever and other symptoms without aid of medication. If they are not symptom-free, a doctor's note is required stating that the child is not contagious.

Notification to the parent of an ill child:

Parents are notified by phone and text if their child exhibits any of these signs of illness and must pick up their child up within one hour.

****Care is not provided for children who are sick.** Please have a backup care plan in place if you are not able to take time off from work/school to pick up your child when they are sick or to care for them at home when they are ill.

11. Emergency, Serious Illness, and Injury Procedures

- ◆ All staff will follow our program's written procedures if an emergency occurs while a child is in the program's care
 - ◆ The program conducts monthly fire drills, tornado drills (March - September), and quarterly emergency/lockdown drills
 - ◆ In the event of a fire or tornado, we follow the written instructions posted, which describe emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot.
- If we need to evacuate due to fire, weather conditions, or the loss of power, heat, or water, our emergency destination is the parking lot of In Faith Ministries 1575 East High Street. The phone number for the church is

419-225-8871. A sign will be posted in front of the program doors and an email and text message will be sent out to every parent indicating where you may pick up your child. Parents are contacted as soon as possible and requested to pick up their child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information.

- In the unlikely event of an environmental threat or a threat of violence, we will secure the children in the safest location possible, contact the proper authorities, and follow their directions. You will be contacted as soon as the situation allows.
- In the case of a minor accident or injury, basic first aid is administered by a trained staff member. We have an on-call nurse who will administer medications and first aid.
- If the injury/illness is serious, any first aid possible is administered, and parents are contacted immediately to assist in deciding an appropriate course of action.
- When any injury or illness is life-threatening. EMS is contacted, parents are notified, and the child's available health records are sent with the EMS. We will not transport children in our vehicles in case of an emergency.
- When any of the following occur, an incident/injury report is completed and given to the person picking up the child on the day of the incident/injury: the child has an illness, accident, or injury that requires first aid; the child receives a bump or a blow to the head; if the child needs immediate care the child has to be transported by emergency squad; or an unusual or unexpected event occurs that jeopardizes the safety of the child.

In the case of a serious incident, the ODJFS will receive a report by the next business day and complete the required serious incident report.

12. Administration of Medications and Topical Products Policies.

For the medication to be administered, a JFS 01217, “Request for Administration of Medication for Child Care,” must be completed unless the medication is required by a JFS 01236, “Child Medical/Physical Care Plan for Child Care” which is on file.

- ❖ Medications are stored in an area inaccessible to children
- ❖ Any medications for your child must be handed directly to the staff member in charge
- ❖ Medications may not be brought in a child’s book bag.
- ❖ Prescription medications must be in their original container and administered in accordance with instructions on the label.
- ❖ Over-the-counter medications also must be administered in accordance with label instructions.

If parents request any different dosage or use, a physician must provide written instructions on the JFS 01217, “Request for Administration of Medication for Child Care.”

Signed written parental permission is required for topical products, except for lip balm and hand sanitizer, to be administered. All topical products must be handed directly to staff upon arrival at the program.

Policies on medical foods (food that is formulated to be consumed under the supervision of a physician or other appropriate professional and is intended for the specific dietary management of a disease or condition):

If your child requires the administration of medical foods, you must provide a completed JFS 01236, “Child Medical/Physical Care Plan for Child Care.”

All medical foods must be provided by the parent and must be in the original container with the child’s name on it and must be handed to staff immediately upon arrival.

We follow the directions on the medical food container to ensure safe storage.

Policies on modified diets:

If your child requires a modified diet that eliminates 1 or more of the 4 food groups or changes the amount of food to be served to meet $\frac{1}{3}$ of the recommended dietary allowance, you must secure written information from your physician regarding this. A **JFS 01236, “Child Medical/Physical Care Plan for Child Care”** must be complete.

If your child requires a modified diet due to religious or cultural reasons, you must provide written, dated, and signed instructions. You must provide any food requirements that are not part of our program’s menu.

Policies on whether school-age children are permitted to carry their own emergency medication and topical products:

School-age children are permitted to carry emergency medication such as an EpiPen or inhaler if they have a **JFS 01236, “Child Medical/Physical Care Plan for Child Care”** on file.

School-age children are permitted to carry and administer topical products with written parental permission.

13. Transportation Policies

Transportation for emergencies

Our program is unable to accept any children whose parents do not permit transportation to an emergency treatment facility.

14. Water Activities and/or Swimming

Children are provided with water play opportunities in our program.

These include sprinklers and water tables.

Parents are asked to sign written permission slips prior to children engaging in water play

Parents must send bathing suits and towels for their children on water play days. At no time is a child left unsupervised.

15. Infant Care and Diaper Procedures (all ages)

Infant Care:

Infants are not allowed to sleep in bassinets, swings, car seats, or other equipment.

Infants sleep according to the child's individual needs.

Infant feeding:

Infant feeding occurs according to the child's individual needs.

Food intake and times for each infant are recorded on the individual Bottle and Food Intake Charts

Diaper procedures (all ages):

Parents must provide all diapers and wipes as necessary

Diapers are checked at least every two hours and are changed immediately when wet or soiled.

Diaper changes are recorded on each infant's daily record.

Information about infant daily activities:

A written record for infants is provided to parents daily that includes:
The infant's sleeping patterns including when and for how long an infant sleeps.
When, what, and how much does each infant eat
Diaper change information including times and results of diaper changes

16. Sleeping, Napping, and Resting Policies

Individual infant nap schedules are followed throughout the day
Infants up to 12 months old sleep in an assigned crib/playpen.
Infants 12-18 months old may sleep on a cot if parents give written permission;
otherwise, they sleep in an assigned crib/playpen.

Infants who sleep in a crib/playpen must be placed on their backs to sleep unless the child's physician completes the **JFS 01235, "Sleep Position Waiver for Child Care"**

Children 18 months and older sleep on an assigned cot

Children who do not fall asleep are permitted to play on their cot with quiet activities

Our program schedule includes napping/resting times that meet the developmental needs of the children

Each child 12 months and older should bring a child-sized blanket that is returned home to be washed weekly or as needed.

We make sure the cots used in our program never block room exits and allow us to safely leave the room in case of an emergency.

17. Evening Care - 7:00pm - 11:00pm

- ❖ Staff will turn on outside lights. Flex will serve dinner/or snack (depending on the arrival of each child). Flex workers will then set out cots for children at 8:00pm. Parents may recommend how they wish their children to proceed in the last few hours, the children will follow this plan:
- ❖ After eating, children will brush their teeth, wash their face and hands and change into sleepwear. The center will observe quiet time until pick up. Children may read, engage in quiet play, or sleep.
- ❖ No persons will be allowed on the property between the hours of 7-11pm, except staff members or designated adults for child pickup.

8. Policies on Hours of Operation Including Closures Due to Weather, School Delays or Closings, and Other Factors

If there is a weather or other emergency that results in a lack of power, heat, and/or running water at the program, parents will be notified of the Center closure.

In the case of closure, families receive a phone call and a text message as soon as we know the program is closed. Additionally, information will be available through Your Hometown Stations on Delays and Cancellations.

Generally, our program remains open if the local school closes or is delayed. Care ***may*** be available for school-age children not normally in care on those days. However, as we cannot exceed our license capacity, please call ahead to confirm if care is available.

20. Disenrollment

If you decide to disenroll your child from our program, a one-week, written notice is required.

We work with children and parents to resolve any behavior issues, however, if there are behavior issues that continue to be of concern and endanger other children, your child may be disenrolled from the program.

Children also may be disenrolled for the following reasons:

- ❖ Failure to pay tuition on time
- ❖ Failure to pay additional fees,
- ❖ Failure to comply with program's policies
- ❖ Failure to attend during scheduled hours
- ❖ Excessive absenteeism

21. Conflict Resolution

- Please contact us if you have any problems with our program
- If a parent feels there needs to be an adjustment in policies, this is not to be discussed with staff. A form will be provided along with the best times for a discussion with the Program Director.
- We work with parents and attempt to resolve any problems or concerns you may have
- The Ohio Department of Job and Family Services also may be contacted to report suspected violations of licensing law or administrative rules. A toll-free telephone number is listed on the Center's program license.
- The licensing rules governing child care are available for review in either electronic or paper copy format at the center.

22. Formal Screenings and Assessments

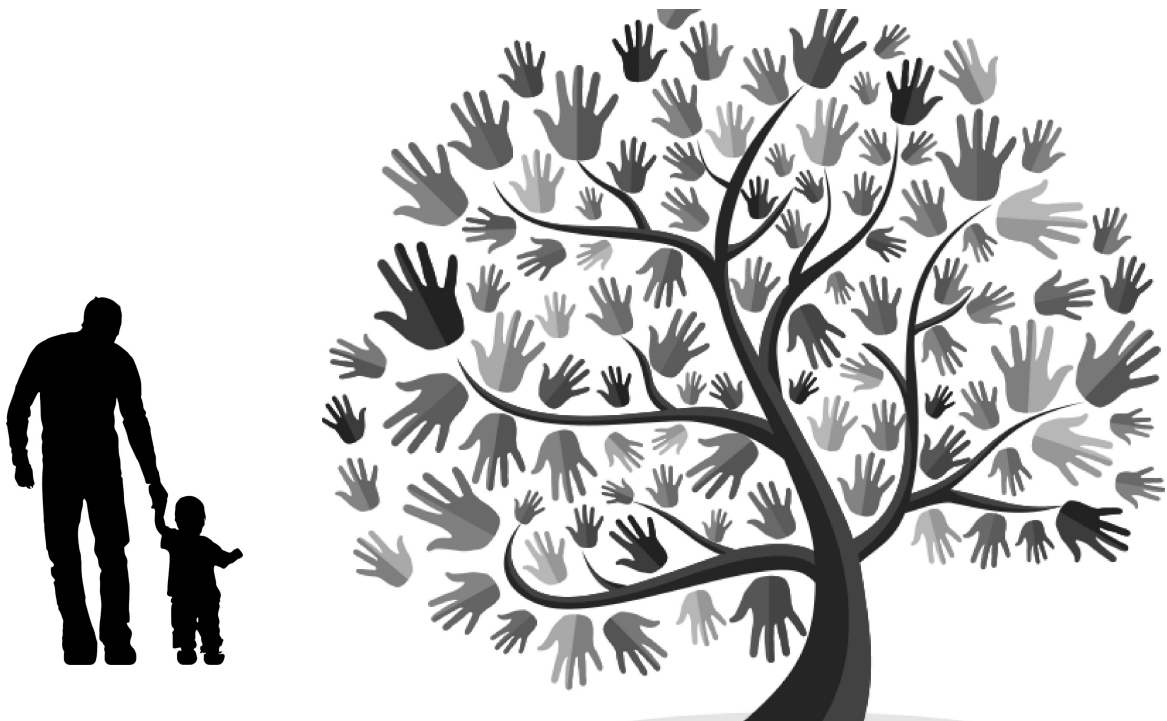
The program utilizes screenings, progress monitoring tools, and formal assessments to ensure that the children's learning needs are being met. The program shares this information with families during conferences and in a monthly report to parents on their child's progress.

The program reports required information regarding screening tools and assessments to ODJFS.

23. Miscellaneous

- ★ An extra set of weather-appropriate clothing must be brought each day for your child and should be placed in your child's cubby.
- ★ Each child, age 12 months and older, may bring one soft blanket, which should be taken home and washed on a weekly basis or as needed.
- ★ We ask that your child does not bring any toys from home. This helps us ensure that only safe toys are played with, that toys from home are not lost, and that there are no issues with sharing toys.

Our program likes to share photos of children with all the parents. For this reason, we ask all families to join our Class Dojo. Each family will receive a code to join and will connect with just their child's record. We never share photos and names of your children on social media sites. We provide a photo use permission form and request that you let us know whether you allow us to take pictures of your child. You will also receive an invitation to a private Facebook page created exclusively for parents of our Child Care Center.



Appendix B

Parent/Teacher/Staff Conferences will be held 4 times each year in
September
January
April
June

Annual educational growth assessments will take place in May using Creative Curriculum Gold Assessment Tool

Daddys at Work Child Care Center utilizes the Creative Curriculum from Teaching Strategies, a research-based system recommended by the Ohio Education Association.

