



PARENT HANDBOOK

Matthew 5:16

“Let your light shine before others
that they may see your good deeds
and glorify our Father in Heaven.”

5165 Western Row Road

Mason, OH 45040

513.229.5400

www.ccmason.org

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WELCOME FROM THE DIRECTOR

Dear Families,

Welcome! We look forward to an exciting year with you and your child!

Since the beginning of this program in 1988, our desire has been to enhance development, foster a positive self-esteem, and acknowledge each child at the age and stage they are at right now and to let them know that they are a special creation of God.

This parent handbook details the policies and procedures for all our programs. Please read the handbook carefully as the information is pertinent in helping to run our programs effectively and efficiently. You will be notified of any policy or procedure changes that are made within the program.

We welcome any questions or suggestions you may have regarding the program. We grow stronger each year as we work together to improve and refine our programs. Thank you for joining us in this great ministry!

With His Love,

Holly LeMaster, Director
Julie Meissner, Coordinator

CHRIST'S  CHURCH Kids
DAYCARE

GENERAL INFORMATION

CENTER'S NAME, ADDRESS, EMAIL ADDRESS, PHONE NUMBER

Christ's Church Kids Daycare
5165 Western Row Road, Mason, OH 45040
513.229.5400

Holly LeMaster, Director, holly.lemaster@ccmason.org

Julie Meissner, Coordinator julie.meissner@ccmason.org

www.ccmason.org/weekday-daycare/

We are a non-smoking facility.

Tax ID # 237275189

DESCRIPTION OF THE CENTER'S PROGRAM PHILOSOPHY

Mission Statement

- ❖ Love is our priority. We believe that we are called by God to teach children and work with families to share God's love.
- ❖ We realize our strengths and teaching gifts come from the Lord. We admit our needs and ask his help as we serve him.
- ❖ Our goal is to lead each child to know God's love in a personal way through daily activities and by singing, teaching, reading, and sharing together.
- ❖ We strive to model God's love by believing in the inherent worth of each child, creating a spirit of thankfulness, fostering care and concern, exemplifying biblical principles in all activities, and providing a loving, Christian experience for all children and their families.
- ❖ We strive to enhance the church's mission: Following Jesus, Loving People, and Making a Difference

Daycare Philosophy

- ❖ We allow children to enjoy being children!
- ❖ We believe that each year is important and necessary in the total development process of each child.
- ❖ We believe that play is a child's work. We allow learning to occur in a framework of love and acceptance.
- ❖ We carefully plan and organize the learning environment. We provide varied activities and share ideas, always looking for better ways to stimulate learning.
- ❖ We allow children the freedom to fail, realizing that mistakes represent both learning opportunities and challenges.
- ❖ We encourage children to discover, experiment, communicate, explore, organize and reorganize, discuss, generalize, and ask questions.

Developmental Goals for Young Children

The developmental approach for all our classes allows for the natural differences in skill levels which occur in each age. Children are encouraged to grow at their own pace in these areas: socially, emotionally, physically, cognitively, and spiritually. The goals listed with each level are broad enough to encompass the developmental stages of the children.

Birth - 11 Months

- to turn head towards sounds
- to pay attention to faces
- to begin to babble
- to roll over from tummy to back
- to respond to sounds by making sounds
- to play peek-a-boo
- to scoot/begin to crawl
- to use finger to point to things

One-Year-Old Children

- to respond to simple spoken requests
- to use simple gestures like shaking head “no” or waving “goodbye”
- to make sounds with changes in tones (sounds more like speech)
- to try to say words to you
- to explore in different ways like shaking, banging, throwing
- to look at the right picture when things are names
- to put things in a container, take things out of a container
- to follow simple directions like “pick up the toys”
- to get to a sitting position without help
- to put out arm or leg to help with dressing

Two-Year-Old Children

- to feel loved and secure in an environment of small children
- to begin communicating wants and needs to a caregiver other than a parent
- to enjoy parallel play
- to be encouraged to share—the first stages of interactive play
- to express themselves through movement and music
- to learn through touch, taste, sound, sight, and smell
- to separate from a parent easily, knowing they will return
- to allow parents some time away, knowing their child is well cared for
- to build early basic self-help skills
- to begin small group participation (stories, singing, conversation)
- to express creativity in media such as painting, pasting, coloring, and drawing
- to develop gross motor skills such as climbing, balancing, jumping, and running
- to experience many hands-on activities with a variety of stimuli
- to have time to play and interact with peers in a loving and supportive environment
- to practice fine motor skills
- to build self-esteem by having successes highlighted and failures diminished

Three-Year-Old Children

- to explore an environment through active participation and play experiences
- to make friends outside the home and learn to focus on the needs of others
- to experience art creatively
- to practice gross & fine motor skills
- to learn and use rules effectively; to discover consequences when rules are not followed
- to discover new concepts through hands-on activities
- to begin making comparisons and perform simple classification
- to begin enjoying activities in a group setting
- to take responsibility for a simple classroom task (flag holder, song leader, etc.)
- to have time to play and enjoy interacting with peers

DAYS & HOURS OF OPERATION

Monday through Friday 8:00AM-5:00PM

Childcare is a year round program from 8:00AM-5:00PM.

SCHEDULED CLOSINGS

The annual school calendar will designate any **scheduled days** that our programs will be closed. We follow the **Mason City School** calendar as closely as possible.

BASIC DAILY SCHEDULE

8:00	Open
8:30-9:30	Free play in room, set up for the day
9:30	Morning snack
10:00-11:00	Teachable moments and play
11:00-11:30	Muscle room or outdoor exploration
11:30-12:00	Hands on activities, crafts, music or occasional TV time
12:00	Lunch
12:30-1:30	Play
1:30-3:30	Nap
3:30-5:00	Afternoon snack and play
5:00	Goodbye friends

STAFF/CHILD RATIOS AND 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 ½ years)	1:7	14
Older Toddlers (at least 2 ½ years and less than 3 years)	1:8	16

MEALS AND SNACKS PROVIDED

Important Note: We are **NOT** a peanut-free facility.

Our stocked snacks are goldfish crackers, pretzels, graham crackers, one organic snack option. Sometimes there are special snacks in the class. The teacher will post the day's snack at the classroom door. If your child has food allergies or restrictions, please communicate with the teacher and you may provide an alternate snack. Snack times are between 9:00-10:00AM and at 3:45PM

Parents pack a healthy lunch daily that follows state guidelines (see page 11).

OUTDOOR PLAY

Each class has its own scheduled indoor/outdoor play time for every class meeting. Christ's Church Kids programs will provide outdoor play each day in suitable weather. Please dress your child in appropriate close toed shoes for running and playing. Please send coats, jackets, gloves and hats when needed!

If the weather conditions (heat index, lightning, pollen count, poor air quality, etc.) pose a safety issue for the children, they will be provided indoor playtime. Our muscle room and playground are reserved **ONLY** for children enrolled in a class. Please do not drop off any siblings to play while classes are dismissing. State licensing rules do not permit children who are not on our roster to participate in play in our indoor muscle room or playground. This is a liability for a child who is not on the class roster as well as challenging for the teachers as they are trying to dismiss the children in a timely fashion.

OPPORTUNITIES FOR PARENTS TO MEET WITH TEACHERS REGARDING THEIR CHILD

Parents can schedule a meeting with their child's teacher and/or the center Coordinator by asking in email or written form. The daycare classes do not offer formal conferences but are available to conference with any parent who sees this as beneficial for their child. Teachers are available before and after class for meetings if the meeting is scheduled. Please do not interrupt classes. If there is something important that cannot wait, please see the Director or Coordinator for assistance. Thank you for respecting the classroom time.

PAYMENT SCHEDULE, VACATION/SICK DAYS, WITHDRAWAL AND LATE FEES

Monthly tuition statements will be sent on the 20th of each month and are due back on the 1st. If not paid in full by the 1st, a **\$35 late fee** will be incurred. To be family focused: after 60 days of full-time enrollment, every full-time child will receive five sick/vacation days in which payment is not required. When using your vacation week, you must provide a two-week written notice before absences occur. For sick days, once five days have accrued, it will then be credited to your account.

Daycare	Weekly Payment
Tuesday – Thursday	\$225
Monday - Friday	\$325

Late Fee:

We close promptly at 5:00pm every day. If you are late picking up your child, a late fee will be assessed. \$10 for the first ten minutes, \$1 for every additional minute.

Withdrawal:

A 30-day written notice is required when withdrawing from daycare. If you choose to withdraw without a notice, you will be billed for the two weeks of care to fulfill your notice.

Re-enrollment Policy:

If you withdraw from the program, you are not eligible to re-enroll for 30 days. When you re-enroll you will be required to pay the registration fee.

Discounts:

If you have two or more children enrolled, you will receive a 10% discount on your monthly bill.

LOCATION OF ONSITE SPACE FOR NURSING MOTHERS

A room is available for mothers to breastfeed and/or pump breastmilk.

CENTER POLICIES AND PROCEDURES

ENROLLMENT; REQUIRED ENROLLMENT INFORMATION

Children are enrolled in age-appropriate classes on a first-come, first-served basis without regard to race, color, religion, sex, disability, or national origin. At the discretion of the Director, a child may qualify to register in a class of children *younger* than our registration guidelines, space permitting. All requests for this exception must be submitted in writing to the Director detailing the special circumstances to be considered. All other children will be placed in the classroom according to our program registration birthdates.

Wait lists: Up-to-date wait lists are maintained when classes reach full enrollment. New children are enrolled as space becomes available.

Registration for the upcoming school year begins in August. A non-refundable \$140 registration fee per child will be billed every August. All accounts must be in good standing (up to date) at the time of registration. If the account is not up-to-date and payment arrangements have not been made, registration for *next* school year will not be accepted.

We are required to have on file a current **Child Enrollment & Health Information form** (from O.D.J.F.S.) **for every child** in our program and a current **Child Medical Statement** for all.

Licensing requires that each child who attends the center and is less than six years old shall be examined by a licensed physician prior to the date of admission or within thirty days after the date of admission, and annually (13 months) thereafter from the date of the examination. A licensed physician means a person licensed to practice medicine by the state medical board or by a comparable body in another state.

The examining physician shall affirm that the child has had all immunizations required. Based upon the medical history and physical condition at the time of the physical examination, the child must be free from apparent communicable disease and in suitable condition for enrollment in a preschool program.

The office staff will make an effort to provide a reminder of when children's medical forms are due, but it is the parent's responsibility to keep these forms updated. The required Child Medical Statement (State of Ohio form) is available at the office. Other medical forms that you may receive from your physician may not meet all the criteria for state licensing.

CARE OF CHILDREN WITHOUT IMMUNIZATIONS

If you choose not to immunize your child, please note the following:

1. Upon enrollment, the staff will ask for a current immunization record for every child.
2. If a parent has decided not to have their child inoculated, the following procedures then apply:

- The parent will provide a signed and dated letter stating that they have chosen not to immunize their child and that they understand the importance of immunizations, side-effects, and dangers of not being immunized.
- If an outbreak occurs, the parent will be asked to remove the non-immunized child from the center until it has been determined that the child's health is no longer at risk.

ATTENDANCE; ARRIVAL AND DEPARTURE PROCEDURES; ABSENT DAY POLICY; RELEASING A CHILD TO PERSONS OTHER THAN THE PARENT; RELEASING A CHILD ACCORDING TO A CUSTODY AGREEMENT

Our childcare is open 8:00 a.m.–5:00 p.m. daily. We ask for a regular and updated schedule for your child so we can plan accordingly for their best care. To support a consistent routine for all children, drop-off must occur by 9:30 a.m. Children arriving after 9:30 a.m. will not be admitted for the day unless prior approval has been granted by the childcare director. This policy helps minimize disruptions to classroom activities and schedules. Staff will always be aware of each child's arrival and departure on daily attendance forms.

If someone other than a parent or those designated as emergency contacts on your child's Enrollment & Health Information form will be picking up your child, we must be notified in writing. Please fill out an **Authorized Pick-Up form** at the office. The authorized adult will be required to show photo ID at pick-up. This is for your child's safety.

We must have on file the names of anyone who is **NOT** authorized to pick up your child, such as a non-custodial parent. If there is a custody agreement between parents, a legal document must be in the child's file for the agreement to be honored

SUPERVISION AND CHILD GUIDANCE

Children will always be supervised. We believe that the need for disciplinary action will be minimal when we maintain a positive, stimulating, and supportive environment where children are involved in interesting, age-appropriate tasks. Teachers clearly establish acceptable behavior standards and use consistent, gentle enforcement of those standards to create such an environment.

If unacceptable behavior occurs, the following steps will be taken:

1st Time: Whenever possible, children will be redirected from negative behavior with a positive alternative. Gentle reminders of rules will be made in a calm fashion, preventing the child from embarrassment.

2nd Time: Time-out in the classroom will be used if negative behavior continues or for severe infractions of the rules, such as hurting another child or destroying property. A time-out will last the number of minutes as the age, in years, of the child. A 2-year-old child would have a 2-minute time-out.

3rd Time: The child will be removed from the classroom by a staff member and, with constant supervision, be allowed to regain composure in a private area. Parents will be notified if behavior reaches this point.

4th Time: If a child's behavior is such that removal from the classroom becomes more than an occasional occurrence, the parent will be consulted and an individual plan for managing behavior will be developed.

Biting Policy

It is not out of the ordinary for young children between the ages of 10 and 30 months of age to go through a period of biting. Biting occurs for a variety of reasons. Some of the most common reasons young children bite are due to teething, a lack of ability to communicate, frustration, being overly tired or overly hungry, and/or need for more attention. It is highly likely that all children between these age ranges will either bite or be bitten at some point (often more than once) while in a childcare setting.

On the other hand, it is required by Ohio Department of Job & Family Services (ODJFS) that CCKids Daycare maintain a safe and healthy environment for ALL children in our care.

Our teachers and administrators work closely and quickly to extinguish the undesirable behavior by following these guidelines for children who have been identified as going through a biting phase. This new biting policy will be used in our Ladybugs and Turtles classes – 18 months and up.

- After your child bites for the third time, we will call you to pick up your child for the day. You will have 30 minutes to pick up your child per the ODJFS guidelines.

-Your child may return the following day however you will be called to pick up if your child bites again.

-Once the child has 3 consecutive days of no biting, the count will start over.

If a child has been required to leave the facility for the above-mentioned reason twice within a five-day period, a parent/teacher/coordinator/director conference will be held. During this conference, a set plan will be made between the Daycare administration and parents to improve the situation which will be agreed upon and signed by both parties. After 30 days if no improvement has been made, we will ask your child to disenroll from our center.

This is not something that CCKids Daycare likes to do and please know that this would be a last resort.

Action steps that CCKids Daycare will do to minimize biting are:

- Shadowing the biter so that she/he is always near the providers or within arm's reach.
- Providing lots of language such as "biting hurts" and "teeth are not for biting."
- Provide a teething ring, soft toy, etc. for those who need something to chew on.

The Ohio Department of Job & Family Services asks that we assure you of the following:

- There will be no cruel, harsh, or unusual punishment, such as punching, pinching, shaking,

biting, or hitting.

- No discipline technique will be delegated for any other child or parent helper to enforce.
- No physical restraints will be used to confine a child at any time.
- No child will ever be confined in a locked room or enclosed area such as a closet or box.
- Children will never be humiliated or subjected to threats, derogatory remarks, or other verbal abuse.
- Discipline will not be imposed for failure to eat or for toileting accidents.
- Discipline will never include withholding of food or toilet use.
- Discipline will not humiliate, shame, or frighten a child. Discipline will be done with concern for the child's well-being and the safety and well-being of others.

PARENT-PROVIDED FOOD AND CENTER-WIDE DIETARY POLICY

Children who eat lunch here must bring their **ready to eat** lunch from home. We do not have a food service license, so all food must be properly cut up for the age of your child. Please clearly label all lunches with your child's name and provide a cold pack if needed. Lunches must meet the following nutritional guidelines required by the state. If a certain food group is not provided in a child's lunch, the teacher will offer the child a supplement (kept in our kitchenette) and parents will be notified by a note placed in their child's lunch bag or backpack. If you have any questions about this, please contact the Director.

- ❖ 1 serving of **fluid milk** (examples: skim, whole, soy, chocolate)
- ❖ 1 serving of **meat or meat alternative** (examples: peanut butter, lunchmeat, beans, eggs, nuts, cheese, yogurt, fish)
- ❖ 2 servings of **vegetables** and/or **1 fruit** and **1 vegetable** (examples: 100% fruit juice, baby carrots, cucumbers, apple slices)
- ❖ 1 serving of **bread or bread alternative** (examples: bread, crackers, rice, enriched cereals)

MANAGEMENT OF ILLNESS, INCLUDING ISOLATION PRECAUTIONS, SYMPTOMS FOR DISCHARGE AND RETURN, NOTIFICATION OF PARENT OF ILL CHILD

Children who do not feel well enough to participate in the program day, including playtime, should remain at home.

A communicable disease is an illness that is capable of being communicated or transmitted to others. We commonly refer to such illnesses as "contagious." All office staff members will be trained in the prevention, recognition, and management of communicable diseases through communicable disease management courses approved by the state of Ohio. Staff members are responsible for recognizing common signs of illness. Staff members are instructed in hand washing and disinfecting procedures as part of their training.

Parents are to notify the school immediately if their child has a communicable disease. The child's identity will be held in confidence. Notice will be posted at the child's classroom of the potential presence of this communicable disease along with the date of notification by parent.

Staff will not work in any capacity with children if they have symptoms of communicable disease unless a physician indicates, in writing, that the illness is not contagious (such as a rash or skin condition).

Symptoms for Which a Child Will be Discharged from the Center

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

- Temperature of at least one hundred degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four-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 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.

When caring for sick children, the center shall:

- Isolate the sick child away from other children, but within sight or hearing at all times.
- Provide the sick child with a cot or mat or the sick infant with a crib, and make comfortable.
- Notify the child's parent(s) immediately if the child's condition worsens.
- Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code.
- Sanitize the thermometer after each use.

For children to return to class after an illness, we require that they be free from fever (without the use of any fever-suppressing medication) for no less than 24 hours.

A communicable disease chart is posted in the office. Appropriate management of suspected illness shall follow the guidelines outlined in this chart.

To promote a healthy environment, children will be required to wash their hands before snack

and after using the bathroom.

Precautions the Center Will Take When Isolating a Child Who Is Ill

The child will be isolated from other children, but always remain with an adult, and parents will be contacted to pick up the child. If we are not able to reach the parents within 10 minutes, the emergency contact person will be called to pick up the child. A cot will be available for use as needed. The cot will be cleaned with soap and water, then disinfected with a germicidal agent after each use. All linens used by an ill child will be laundered before use by another child. The child will be readmitted to the school when the symptoms are no longer present or when a physician indicates that the child is no longer contagious.

Means of Notifying Parents to Inform Them That Their Children Have Been Exposed to a Communicable Disease

When the situation warrants, we will post a note on the classroom door and send a note home. We will email families if deemed necessary.

SUMMARY OF PROCEDURES IN EVENT OF AN EMERGENCY, SERIOUS ILLNESS, OR INJURY

A telephone is available in the office and in every classroom. Local telephone numbers for police, life squad, hospital, poison control, and child protective services are available.

A fire and weather emergency plan is posted in each room. Fire drills will be conducted monthly and seasonal tornado drills will be held. A record of drills is kept in the office.

Weather alerts: Staff members will take the children to predetermined safety areas. Emergency routes to these safety areas are posted in each classroom.

Parents will be immediately notified if there is a serious incident, injury, or illness to their child.

Fire: The Director will notify local fire department (911) and staff/children will be evacuated from the building.

Tornado/severe weather: The Director will have staff/children relocate to the basement until all threat is passed.

Loss of power, heat, or water: The Director will determine if the lack of any or all of these utilities would make the building unsuitable for staff/children to occupy. If so, parents would be immediately notified for pickup.

Threat to the safety of students/staff: The Director will notify staff of the need for a lockdown and notify local law enforcement (911). Proper procedures will be followed until the threat is passed.

If the building becomes unsafe (flood, etc.), children will be evacuated to the barn across the street from the building.

For emergency evacuation (bomb threat, gas leak, etc.) children will be evacuated to the barn across the street from the building.

If a child is injured in a classroom or during outside play, one staff member will accompany the child to where first aid supplies are stored. Minor abrasions will be cleansed with water and Band-Aids applied. Minor bumps and bruises will have ice applied. More severe wounds or cuts, severe extremity strain, or dislocation will be reported to the parent immediately. Life threatening situations will be referred to the nearest life squad and parents will be immediately notified. All injuries and resulting actions will be recorded on an Incident Report and kept on file in the office for at least one year. An Incident/Injury report will be completed if the following occur:

- an illness, accident, or injury which requires first aid treatment
- a bump or blow to the head
- emergency transporting
- an unusual or unexpected event which jeopardizes the safety of children or staff

If a parent does **NOT** grant permission to transport their child in an emergency, the nearest life squad will be notified to stabilize the child until parent or emergency contact arrives to transport for further treatment.

ADMINISTRATION OF MEDICATION, INCLUDING FOOD SUPPLEMENTS AND MODIFIED DIETS

No medications will be administered by staff without ODJFS-prescribed forms. Emergency medications (such as an epi-pen or inhaler) are kept in a medical bag with the classroom teacher. A Health Care Plan form must be on file for children requiring any treatment for a pre-existing condition. Parents must train the teacher on proper usage/administration of these medications BEFORE the child may attend the program. All distribution of medication is logged. Request for Administration of Medication is valid for one year from date of submission and must be updated each session.

Any child requiring medical food or medication due to a temporary or permanent disability will be fed medical foods or administered medication in accordance with their health care plan.

WATER ACTIVITIES/SWIMMING

Swimming or any other water play activities in bodies of water more than 2 feet in depth will not be a part of our program.

INFANT CARE, INCLUDING FREQUENCY OF DIAPER CHECKS

Parents fill out a daily report. The teacher will also fill out a report to send home. Infants will sleep in approved cribs. Infants will be fed based on their needs and will be held for bottle feeding. Diapers are changed as needed and are checked every two hours.

Infants daily routine includes books read to them by caregivers, tummy time, lap time, walks in strollers both indoors and out, time to play on the floor independently, snacks, bottles and lunch based on their dietary needs and naps according to their needs.

Potty Training Policy

We strive to support your efforts of potty training at home right through the day here at daycare. However, there are some key signs to look for before we can help you train your child at CCKids Daycare. The signs of readiness for potty training include:

*The child is able to pull down and up their pants and underwear/pull-ups on their own with little or no assistance.

*The child is able to communicate to you when they need to go to the bathroom.

*The child's diaper is dry after nap times and for long periods during the day.

*The child is able to hold their bowels and bladder until they get to the potty once they realize they need to go.

If these signs are not present, your child is not ready to potty train at daycare.

If these signs are present, we will work closely with them to prevent accidents from happening.

If your child is in underwear and has 2 accidents during the day, we will put your child in a pull up for the remainder of the day.

During potty training, we ask that you provide multiple changes of clothing/socks/extra pair of shoes and to remove soiled clothing, please, from backpack daily. If we run out of clean clothes and underwear, we will contact you and you will need to bring more within 30 minutes.

Potty training status is NOT an eligibility requirement for enrollment.

NAPPING AND RESTING

Children who are in childcare between 1:30-3:30 p.m. are encouraged to nap. Children under the age of 18 months will nap in a crib. Children over 18 months will nap on a cot.

POLICY ON OPERATION AND/OR CLOSING DUE TO WEATHER, SCHOOL DELAYS OR CLOSINGS, AND ANY OTHER FACTORS

The Christ's Church Kids Daycare calendar (copies are available at the office) will designate any **scheduled days** that our programs will be closed. We follow the **Mason City School** calendar as closely as possible.

How to Learn of School Closings

- LISTEN for announcements on **TV** and **radio** reports.
- LOOK at the Christ's Church Kids **Facebook page**:
<https://www.facebook.com/cckidsdaycare/>

We do not contact families individually. No refunds are given for class cancellations, due to inclement weather.

POLICY ON WHEN THE CENTER WILL REQUIRE SUSPENSION OR DISENROLLMENT OF A CHILD

In extreme circumstances, permanent withdrawal/removal may be necessary due to unacceptable behavior or lack of tuition payment.

If your child(ren) is enrolled but does not attend for two weeks and you do not notify the office, your child's will be withdrawn, and you will forfeit any tuition paid.

If you need to withdraw your child from our program (due to a job transfer, moving, or some other reason), we request that you give us 2 weeks' notice. We'd like to give your child and their classmates a proper chance to say good-bye and gather all the projects your child has created so that you may take them with you.

We make every effort to work with you, your child and their teachers to have a positive experience at Christ's Church Kids. If your child is going through a behavior issue that we cannot resolve, we may ask you to have them sit out for up to 10 days. We will always have an in person or phone meeting before suspending a child.

If you are unable to pay your bill, please set up a meeting with the Director and Coordinator. If you do not set up a meeting prior to your account becoming delinquent, we will need to suspend your child until payment can be made or a payment plan is put in place.

PROCEDURE FOR PARENTS OR EMPLOYEES TO FOLLOW WHEN NEEDING ASSISTANCE IN RESOLVING PROBLEMS RELATED TO THE CHILD CARE CENTER

If you have concerns about anything at our center, please contact the coordinator. If this does not resolve the problem, please contact the CCKids Director. If you need to contact ODJFS, you can find information at odjfs.state.oh.us.

POLICY ON WHETHER OR NOT THE CENTER WILL PROVIDE CHILD CARE SERVICES TO CHILDREN WHOSE PARENTS REFUSE TO GRANT CONSENT FOR TRANSPORTATION TO THE SOURCE OF EMERGENCY TREATMENT

It is important that you grant consent for transportation for emergency treatment. We do not have licensed medical professionals on staff and will call 911 in an emergency. If you refuse permission for transportation, you will need to sign a liability waiver.

POLICY ON WHETHER THE PROGRAM CONDUCTS FORMAL ASSESSMENTS ON ENROLLED CHILDREN AND IF THE PROGRAM REPORTS CHILD LEVEL DATA TO ODJFS

We do not do formal assessments that are recorded for state licensing.

CENTER PARENT INFORMATION

The center is licensed to operate legally by the Ohio Department of Job and Family Services. 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 childcare 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 or her presence.

The administrator's hours of availability 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 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 childcare 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://ifs.ohio.gov/cdc/families.stm>.

CHRIST'S CHURCH KIDS DAYCARE IMPORTANT INFORMATION

Birthdays & Special Days

If your child's birthday is during the school year, you may wish to celebrate their special day by providing a snack or treat for the whole class. For summer birthdays, your child may celebrate toward the end of the school year or teachers may do ½ birthdays. If you wish, you may choose to donate a book to the daycare library in honor of your child's special day! These extras are just suggestions and are totally up to you and your child.

Important: If you are hosting a birthday party for your child and are NOT inviting the entire class, please invite by mail or phone. Please do not hand out invitations in the classroom where those children who are not invited may feel left out.

Children with Special Needs

We strive to make Christ's Church Kids Daycare programs a fun, safe environment for all children. We do not discriminate. If your child has an IEP (Individualized Education Plan) or has any other academic, medical, or physical considerations, we ask you to schedule a pre-admittance conference with the Director to establish how we can best meet your child's needs. We need to have a written plan of action and to train our staff.

Insurance

Christ's Church carries an accident insurance policy covering all children and staff while they attend their programs, subject to its provisions.

Parking

Parking is provided in the lot outside the Main Entrance. Please, park only in designated spaces and **NOT** in the fire lanes.

Photographs

We occasionally take pictures throughout the year of the children as they participate in the program, highlighting the year's events. These photographs are sometimes used by teachers for craft activities. They are also used at the end-of-year Preschool celebration, as well as to better share Christ's Church with the community. **Note:** The child's photograph will NOT include their name. Please see the coordinator if you have any concerns about these practices. **All parents are required to sign a photo release prior to their child's attendance in our program. Parents choose whether they will allow their child's picture to be taken.** With permission, pictures will sometimes be used on our Facebook page.

We schedule a week of professional school pictures for our preschool classes in the fall and spring. Individual student pictures will be available (at no obligation) to purchase along with a picture of the entire class. This is an optional activity that is offered for the convenience of our Daycare families.

Staff

The Christ's Church Kids Daycare staff consists of the Director, Coordinator, and two or three teachers per class. All staff are well experienced in caring for young children and have received special training in First Aid, Communicable Disease Control, Child Abuse Recognition, Child/Infant C.P.R., and child development.

What to Bring

During the school year, each child should bring a backpack or diaper bag to transport papers and art projects. Please provide a bag large enough to hold projects and notices sent home. All children should also bring a full change of clothing. Please **label everything** with your child's first and last name. Children also need a healthy lunch and a filled water bottle every day. You may send in diapers to be stored at school.

What to Wear

Children have a lot of fun at Christ's Church Kids Daycare programs! They should wear casual clothes that will be comfortable for floor play, outside activity, art experiences, and climbing. Although we make every effort to cover clothing during messy activities, children's clothes always have the possibility of becoming soiled. Certain boots, dressy shoes, and sandals can be a safety concern on some play equipment. **We suggest that children wear tennis shoes.** Dress your child appropriately for the weather, as we schedule outside playtime whenever the weather permits. Teachers use their best judgment, but in general, outdoor play is encouraged. Please pay attention to what your children wear.