

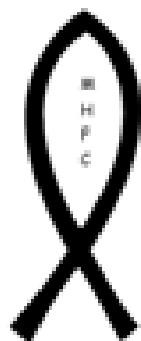
Kids Campus
Preschool and Child Care
Family Handbook

468 Browns Lane
Coshocton, OH 43812
740.622.3542

mhfckidscampus@midohio.twcbc.com

www.mhfckidscampus.org

Monday – Friday
5:45 am – 6:00 pm



Kids Campus

Preschool and Child Care



MHFC KIDS CAMPUS PARENT HANDBOOK

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Welcome to Maria Hay Forbes Centre Kids Campus. This handbook contains information regarding the Preschool and Child Care programs. It is very important that you read this handbook and keep it handy if your child is enrolled in the program. It will answer many of the questions you have about Kids Campus Programs.

Philosophy and Goals

Our Philosophy is to guide the children in a positive hands-on learning environment teaching Christian principles. In doing this we will enhance their social, emotional, cognitive, physical, and creative development, preparing them for the school environment. Our goal is to see the children grow to their individual fullest potential by being supportive of their uniqueness and encouraging and directing them to build confidence and responsibility.

This Christian based organization will show the love that Jesus shared when He said. "Let the little children come unto me..." Matthew 19:14

A very important goal of our childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children to become independent, self-confident and inquisitive learners. We are teaching them how to learn, not just in preschool, but it begins in the infant and toddler classroom and continues all through their lives. We are allowing them to learn at their own pace and in ways that are best for them. We are instilling good habits, attitudes, and a positive sense of themselves.

Compliant Statement

Kids Campus is currently licensed for 68 children of which 24 children may be under the age of 2½

Non- Discriminatory Policy

Kids Campus will not discriminate in any way against staff members or enrolled children in regard to race, color, creed, national origin, religion or sex and will abide by all Civil Right regulations set by state and federal government agencies.

Staff Credentials

All staff members are required to be certified in CPR/ First Aid, Recognition of Communicable Disease, and Recognition of Child Abuse. (A first aid kit is located in the Preschool classroom. All staff members are required to report all suspected incidents of child abuse and neglect to the local Children's Services Agency. Teaching staff are required to complete 30 hours of Early Childhood Trainings within a two-year period.

Enrollment Policy

Kids Campus will enroll children ages 6 weeks to 12 years old. An enrollment packet including, but not limited to the following forms will be given to the parent/guardians at the pre-admission interview:

Parent Handbook; Registration agreement; Emergency Transportation Authorization; CACFP Application- free or reduced lunch program (please fill out and return regardless of income); Child and Family information- Part 1 & 2; Child Medical Statement and a copy of all immunizations. If a parent chooses to not immunize their child a statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

Ages and Stages screening assessments will be completed before enrollment of children and will be screened annually upon the enrollment date of the child (unless a rescreen is required). These screenings are an initial determination of the child's overall developmental strengths, needs and identified areas of concern (i.e. speech, behavior, cognitive etc.) Teaching staff will also conduct quarterly formal assessments through the Teaching Strategies program to see the progression of each child throughout the year. This assessment will be completed by collecting anecdotal notes, children's work samples and informal notes of the child's progress in the areas of Social and Emotional, Science, Math, Cognitive and Physical Well-being. The program does not report child level data to ODJFS.

Parents/ Guardians will be given a tour of the facility during the pre-admission interview.

Enrollment Forms

All enrollment forms MUST be on file the FIRST day your child attends the center. ODJFS and Child and Adult Food Program requires that some forms be updated annually; reminders will be sent as needed.

Please keep the center informed of any changes such as address, phone number, doctor, dentist, custody, etc., so your child's file is always current in case of any emergencies.

Hours, Days of Operations and Holidays

Kids Campus is in operation Monday through Friday 5:45 am to 6:00 pm. We will be closed to observe the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Eve and Christmas Day. *Also note we reserve the right to close due to low attendance during the holiday season and due to incumbent weather.*

We schedule two Professional Development days per year that the center will close for staff to continue training opportunities. We will notify families several weeks in advance of the days.

Registration: A \$25 childcare enrollment fee per child is due at the time of enrollment.

Part Week – up to 24.75 hours per week / Full Week – 25-60 hours per week

Rates include Step Up To Quality approved center with developmentally appropriate lessons that meet the requirements and the Ohio Early Learning and Development Standards, and meals and snacks that meet the Child and Adult Food Care Program.

<u>ADVANCE RATE</u>		<u>ARREARS RATE</u>	
<u>PART WEEK</u>	<u>FULL WEEK</u>	<u>PART WEEK</u>	<u>FULL WEEK</u>
<u>INFANT AND TODDLER</u>			
\$115.00	\$160.00	\$165.00	\$210.00
<u>PRESCHOOL AND SCHOOL AGE CHILDREN</u>			
\$100.00	\$145.00	\$150.00	\$195.00

SCHOOL AGE CHILDREN (DURING SCHOOL YEAR)

During the school year, special rates will be charged for school age children whose daily attendance does not exceed four hours. Before school includes breakfast and after school includes a snack. After four hours a part week or full week rate will apply accordingly.

BEFORE **OR** AFTER SCHOOL ONLY

\$12.00	\$60.00	\$16.00	\$80.00
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BEFORE **AND** AFTER SCHOOL

\$20.00	\$100.00	\$25.00	\$125.00
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Registration and Tuition Policy

The Maria Hay Forbes Centre is a non-profit organization and therefore Kids Campus (the Preschool and Child Care) operates with the funds we receive from tuition and the occasional grant we might receive from local entities, or fundraisers held during the year.

Tuition Payments

The advance tuition is due the first day the child attends that week. If payment is not received, then you must pay the arrears rate by Friday, or your child cannot attend until

payment is received. We have a no credit policy. Payments must be received prior to scheduling your child for the following week. Your child's weekly schedule is due by 11:00am on Friday. Copays are due weekly for families receiving assistance through Job and Family Services. If you exceed your child's 10 absent days per six months (Jan-June/July-Dec) you will be charged the private pay rates. **Sibling discounts of 20% for the oldest child.**

Insufficient Funds Policy

All people writing checks payable to Kids Campus are responsible for all fees on returned checks. To receive the returned checks, please go to the office and pay in cash or money order, the amount of the returned check and service charge. Habitually returned checks will lead to cash or money order payments only.

Family Involvement Policy

Families are encouraged to participate whenever possible in activities at the center, they have access to all areas of the building used for childcare operation. Families may wish to attend field trips, class parties, special lunches or simply stop in and join in the daily fun. We also have a Parent Advisory Committee (PAC) that will allow the parents to have an advisory role in areas of programming and policy, fundraising, family involvement and marketing. Teachers are available to discuss a child's progress or needs. We host a free annual carnival and family picnic for the families to take part in. We offer many free activities and other local sponsors come to share their services.

Family Conference Policy

We offer two family conferences to discuss the child's assessment scores and progress throughout the year and set goals based on individual needs. Other conferences may be scheduled if needed. You may also schedule a time to meet with the Teacher. Due to Teachers responsibility and schedules, parents are asked to make appointments when it's necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

Child Custody Agreements

If there is a custody issue involving your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny access to their child without proper documentation.

Parent Roster

ODJFS requires all childcare centers to have a roster of names and phone numbers of parents/guardians of enrolled children in the center. If you do not want this information included about your child, please check the appropriate space on the Enrollment Form.

Nutrition Services

Our Childcare program provides nutritious meals to all children enrolled. The children will receive breakfast, morning snack, lunch and afternoon snack. Each of the snacks contains at least two nutritional foods. The lunches will meet all childcare licensing requirements, see attached sample menus. Please let us know upon enrollment if your child is not permitted to have special types of foods due to allergies or religious beliefs. Fluid milk is also required which the center will provide. Kids Campus will meet one-third of the child's daily dietary allowance. We are participants in the Child and Adult Food Program (CACFP). For infants who are currently fed formula, our center provides Similac Advance (other brands may vary). If the child needs a specific type of formula, the parent/ guardian will be responsible for providing the formula in need. There is a refrigerator located in our infant classroom for those who will supply breast milk for their infant. All breast milk stored must be labeled with the child's name, express date and the expiration date.

In accordance with the Federal Civil Rights law and U.S Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases

apple to all programs). Remedies and complaint filing deadlines vary by program or incident.

Person with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audio tape, American Sign Language, etc.) should contact the responsible agency or USDA's Target Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for civil rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202)690-7442; or (3) email: programintake@usda.gov.

USDA is an equal opportunity provider, employer and lender.

Food Supplements or Modified Diets

If your child requires a food supplement or modified diet, you must secure written information from your physician regarding this. All supplemental food or milk must be provided by the parent/guardian. Please speak with the Administrator for more details.

Children Requiring Special Care

Children requiring special care will have a Medical Care Plan completed and on file. Signatures required on the form are as follows:

1. Person providing instruction on special care needs
2. Staff members responsible for the child's care
3. The Child Care Director/Administrator

Safety Policy/ Maximum Group Size

The staff/child ratio for the age group served by our center is as follows:

1:4 or 2:10	Infant to 18 months	Maximum group size is 10
1:5 or 2:12	Toddler (18-36 months)	Maximum group size is 12
1:7 or 2:14	2.5 to 3 years old	Maximum group size is 14
1:10 or 2:22	3 years to 5 years old	Maximum group size is 22
1:15	School Age	Maximum group size is 22

Children will be greeted upon their arrival and will not be released until a parent or designated adult arrives to pick them up. An adult must accompany all children into the center and to the child's room. No child will be released to anyone who is not on the designated pick-up list unless noted by the parent. Adults picking up a child will be asked to provide a photo ID. *If it is suspected that an adult is picking up a child under the influence or impaired in any way, another means of transportation will be required for your child to leave the premises.*

Staff members are responsible for the safety of the children in their care. No child will ever be unsupervised. All staff are aware of all emergency procedures. This information is readily available and posted in all classrooms.

No use of aerosol spray will occur while there are children in the area.

Smoking is not permitted on the MHFC Kids Campus premises.

Transitioning

All Transition processes will begin with a meeting with the family and Administrator to discuss goals to allow for a smooth transition for the child.

Children transitioning into the program: This process is taken when a family would like their child to attend the center. The families are encouraged to bring their children to visit the center. When a child begins, the parents are encouraged to call or stop in and check on their child.

Transitioning from one group to another in the program: When it's time for a child to transition to another classroom we complete a transition letter to inform parents of the transition and activities planned.

Transitioning children who are leaving the program to kindergarten: This transition usually takes place at the end of the school year or the end of the summer. The teacher prepares the children by reading books and doing activities about kindergarten. Another would be a possibility of taking a field trip to a local kindergarten class to view the similarities of the classrooms.

Transitioning children who are leaving the program: When we are informed ahead of time that a child will be leaving the program, the teacher will inform the children in the class about their friend leaving. The teacher will get information, stories, and activities to prepare the child that is leaving as well as the children that will be missing their friend.

Fire and Weather Drills

Monthly fire drills will be held as required by ODJFS and a severe weather drill (tornado) will be held March through September. Every classroom has a posting of safe exit plans. The posting for all safety drills is in the main lobby.

Field Trips/ Transportation of Children

Parents will sign permission slips for routine and special field trips. The first aid kit will be taken on every trip as well as the Emergency Transportation Authorization for each child. Seat belts and proper restraints will be used on all trips. Each child will wear an identification tag with the name, address and phone number of the center.

Before departing the center, a count will be taken of all the children, and the teacher will mark them on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all the children have arrived safely. This process will be repeated upon leaving the destination and returning to the center. During the course of the field trips, each staff member will have a specific child that they are responsible for supervising. Before any child participates in either a routine or special field trip, the center will obtain written permission from the parent or guardian.

The center will not transport children in emergency situations. If a child requires transportation, the parent or emergency squad will be contacted.

Communicable Disease and Illness

In an effort to provide a safe and healthy environment for the children and staff, we have established a number of policies concerning communicable disease and illness. A Communicable Disease Chart is posted by the Family Information board. Children with any of the following symptoms should not attend the center:

1. A temperature of 100 degrees Fahrenheit in combination with any other signs of illness
2. Diarrhea (more than three abnormally loose stools within a 24 hour period)
3. Severe coughing (red or blue face, whooping sound, or an uncontrollable, consistent cough)
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Vomiting more than once or accompanied with any other sign of illness
7. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
8. Evidence of untreated lice, scabies or parasitic infection
9. Untreated infected skin patches, unusual spots or rashes
10. Sore throat or difficulty swallowing
11. Unusually dark urine or gray or white stools
12. Stiff neck with an elevated temperature

Any child who develops these symptoms during the day will be isolated from the other children and the parent will be notified. *Children will be required to be symptom free for 24 hours before returning to the center.*

Parents will be notified of any exposures to communicable disease by a note posted on the classroom parent information board. Precautions to be taken and information about the illness will also be provided.

All teaching staff attend First Aid, CPR, Child Abuse and Communicable Disease training to learn to handle medical emergencies and signs and symptoms of illness.

Administering Medication

Medication can only be administered if there is an authorization form on file (Medical Care Plan.) The medication must be in its original container along with any special dosage

directions from the child's physician. Medications may not be stored in the child's book bag or cubby. The only exception is for school age children who require the immediate use of an inhaler for medical conditions. Medications will only be administered if they are on a written prescription by a physician. The center will follow all Americans Disability Act (ADA) when administering medication to assure no child is discriminated against. If the child has special needs and medication is needed, the staff or administration will follow physicians' directions on administering. In some circumstances parents may need to come in to administer medications.

Snow Days

In case of bad weather, we reserve the right to open on a delay, dismiss early or close MHFC Kids Campus. This will be for the safety of all families and staff. For further details, stay tuned on WTNS 99.3 FM or our private family Facebook group.

School Cancellations

Our program will operate a full day program for school age children when school is closed for vacations, delays, or cancellations unless we are closed due to a snow emergency.

Extra Clothes

Please send extra clothes with your child including a pair of socks. Sometimes accidents can happen that require your child to change their clothes. Also, please remember to keep the current season in mind when bringing clothes.

What to Wear

The children will be very active and involved in many messy activities, as well as outdoor play. Please send your child in play clothes so that they are able to work and play comfortably. Also, please make sure that your child dresses suitably for current weather, as we will play outside as much as the weather permits. When a child is walking, they need to wear shoes.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program daily. We will limit the amount of outside time when the temperatures are very warm or very cold. If the situation requires it, we will adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe when they are outside. This includes hats, mittens, and boots in the winter and shoes that may get muddy in the spring.

Toys

Toys from home are discouraged as we have a variety of toys and activities for the children to experience. Any toys that depict violence (guns, knives, etc.) are not utilized at our center.

Birthdays

We understand that birthdays are a special day for children and if you would like to send a treat in with your child to share with their friends this is allowed although not required. You may also choose to donate a book, puzzle, or toy to the classroom in your child's name; again, this is allowed but not required.

Naptime

The ODJFS requires that all children have a period of rest time during the day. Our naptime for Toddlers is from 12:30-2:30 and Preschool is from 1:00-3:00. Your child may bring a small blanket and/or pillow to use during this time, which we will send home on Fridays to be washed.

Cubbies

All Preschool and School Age children will be assigned a cubby to keep their book bags, coats, etc. The cubbies must be shared by two children, so please keep any extra items to a minimum. Also, any artwork in your child's cubby needs to be taken home daily. Infants and Toddlers will have a hook with a bag provided for their extra clothes and blankets.

Absenteeism

If your child will not be attending childcare on any given day, please call and report your child off for that day. This will make planning for the day's activities easier for the teachers. If we have three continuous no calls, no shows your child will be taken off the schedule for the rest of the week.

Preschool Program

Our Preschool Program is for ages 3-5 years old. Weekly lesson plans are completed to include Center time with journaling, art, music and movement, math and science activities, dramatic play, and daily bible studies. This program is to enhance the child's learning and create an environment for them to explore using all their senses and their creativity. Teachers create an individualized lesson plan to focus on the child's strengths, concerns, and interests.

Infant and Toddler Program

Our Infant and Toddler Program encourages very young children to discover their world. Children are given the opportunity to do music and movement, art activities, sensory activities, daily bible studies and dramatic play while receiving tender loving care from staff. Infants will be fed according to their individual feeding schedule. For the infants who are breastfed, we offer a calming, quiet and private environment for those that wish to breastfeed/pump breast milk onsite. For infants who are currently fed formula, our center provides Similac Advance (other brands may vary). If the child needs a specific type of formula, the parent/ guardian will be responsible for providing the formula in need. There is a refrigerator located in our infant classroom for those who will supply breast milk for their infant. All breast milk stored must be labeled with the child's name, express date and the expiration date.

Diaper checks are every two hours, if you would prefer a different diapering schedule, please ensure to state the frequency on your child's enrollment form.

School Age Child Care Program (SACC)

We offer before and after school care for children. During the summer months we offer an all-day School Age program. The teacher completes a weekly lesson plan that includes activities in English Language arts, math, science, social studies, physical well-being, technology, and daily bible studies. We encourage children to express their creativity through open-ended art projects. They will receive a balance of age-appropriate activities to keep them busy and learning all summer long.

Supervision of School Age Children

School Age children may run errands inside the building or use the restroom without adult supervision if the following are met:

1. Children are within hearing distance of their teacher.
2. The restrooms are for exclusive use of the center, with regular checks by the teacher when in use by the children.
3. One group of no more than six school age children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a childcare staff member as long as the teacher can hear the children at all times and checks on the children periodically.

Children Arriving at the Center from Other Programs

At times it may be necessary for a child to arrive at the center from another program. (Example: child arrives after a part time Head Start program or a school age child arrives after school.) If a child is scheduled to arrive and does not, we will first contact the parent to confirm that they have not arrived. We will then consult with the parents to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

Guidance Policy

The Kids Campus Staff believes that helping a child learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect their teachers and their friends. Our expectations will be kept with the child's

capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the “right thing”) and positive redirections (encouraging the child to make good choices) will be used. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center. We believe that self-control is a part of a child’s development just as any other skill. Children need to be taught appropriate responses and given opportunities to practice these skills. We look at misbehavior as an opportunity to teach appropriate responses to conflict by:

1. Providing children with positive role models
2. Speaking in a warm and pleasant tone
3. Giving the children the appropriate choices
4. Kneeling down, establishing eye contact with the children
5. Offer suggestions for alternative behaviors the child could use
6. Getting information from the child or the children about the situation
7. Listening to the child. Do not assume anything.
8. Encouraging the children to use their words instead of their hands to settle conflict

Our goal is for children to demonstrate self-regulation by responding to situations in appropriate ways. We want children to become socially competent by using problem solving techniques. In dealing with disciplinary matters the Kids Campus Staff will use the following procedures:

1. Redirecting behavior
2. Verbal discussion with child while guiding problem solving
3. Discussion with the Lead Teacher and/ or Director
4. Conference with the parent, child will be present
 - a. A two-week plan will be set to help the child choose the appropriate behavior
 - b. Second conference to establish if this has resolved the inappropriate behavior
 - c. Work with the parent on counseling or other outside help
5. If the child continues to pose safety issues, then MHFC Kids Campus has the right to deny the child participation in the program.

If a situation arises where a child is physical abusive (hitting, kicking, or biting, etc) and/or endangering, (running from teacher or out of building, bringing in weapons or threatening words etc.) themselves, peers or staff, or if we are not equipped to meet the needs of the child, it may become necessary to disenroll the child. Every attempt will be made to work

with the family to correct the behavior. However, the safety of our children is always our primary concern. The Administrator will be in communication with the parents prior to this occurrence. If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-19. (See attached Appendix 5101:2-12-19) When a child is expelled from the center for a behavioral reason, the expulsion is to be reported in the Ohio child licensing and quality system (OCLQS) in accordance with paragraph (G) of rule [5101:2-12-16](#) of the Administrative Code.

Steps taken to lead up to expel, some steps may be illuminated if needed:

1. Talk to the parent regarding behavior and create a plan
2. Written warning
3. Send home for one day and begin sharing referrals to family for other assistance
4. Suspend 3 days
5. Expel or disenroll

Accidents and Emergencies

The center has devised several procedures to follow if an emergency would occur while a child is in the center’s care. In the event of a fire or tornado, staff would follow the written instruction posted in each classroom, describing emergency evacuation routes, and the procedure to be followed to assure that the children have arrived at the designated spot. To prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions or loss of power, heat or water to the center our emergency destination is the Physician’s office behind our building. Parents will be contacted as soon as possible to come to pick up your children. We will post information on our family Facebook page and if needed, contact WTNS radio to announce evacuation. If a parent cannot be reached, we will contact the emergency contacts as listed on your child’s enrollment information. All Staff members have received training in First Aid, CPR, and Communicable disease. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury were more serious, first aid would be administered, and the parents would be contacted

immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport the children in their vehicles. Only parents or EMS will transport. An incident/injury report will be completed and given to the person picking up the child, on the day of incident/injury which requires first aid, the child receives a bump or blow to the head, the child must be transported by emergency squad, or an unusual or unexpected event occurs which jeopardizes the safety of the child. If the child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center will not provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

Serious Incident or Illness

In the event of a serious incident or illness, staff will secure children in the safest location in the building or outside; center will contact 911 if necessary. Staff will take attendance roster, follow instructions from authorities, and account for all children with name to face attendance. Parents will be notified as soon as possible, and an incident report will be completed for parents.

Swimming Information

Children will be provided with water play opportunities at the center. These would include sprinklers, wading pools and water tables. Parents will also be asked to sign a permission slip prior to younger children engaging in this type of water play. Please remember to send swimsuits, towels, and sunscreen for your child. Sunscreen must all have a medication form completed for it. If your child burns easily, please include a lightweight t-shirt that they may wear over their swimsuits.

On a special occasion School age children may be provided with Swimming activities. A lifeguard will always be present and childcare staff will also be actively supervising children in the water. Parents will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include staff/child ratio that will be followed while the children are at the pool and specify if additional staff will attend.

Grievance Procedures

If a parent has a concern with a teacher or other staff member, they should attempt to resolve the problem with the teacher or staff member directly. If this is not possible, parents should then speak to the Administrative Assistant about the situation. If after speaking to the Administrative Assistant the parent is still not satisfied, they should direct all inquiries to the Child Care Director of Kids Campus and the MHFC Board of Directors. A written complaint may be sent to:

MHFC Kids Campus
Child Care Director
468 Browns Lane
Coshocton, OH 43812

In Closing

We want your child to have an enriching and educational stay with us. We will provide a warm, safe, and loving Christian atmosphere for all children. You as a parent are always welcome through our doors and we look forward to providing your child with the best care possible and look forward to building a positive relationship with you and your family.

Revised 11/2023

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call: Write or Call:

HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.