



LITTLE BUCKEYE
LEARNING CENTER

PARENT HANDBOOK

Locations:

Little Buckeye Learning Center
921 E. Dublin Granville Rd
Columbus, OH 43229

Little Buckeye Learning Center
407 Stelzer Rd
Columbus, OH 43219

Little Buckeye Learning Center
664 W Central Ave.
Delaware, OH 43015

Little Buckeye Learning Center
505 Commerce Dr.
Sunbury, OH 43074



LITTLE BUCKEYE
LEARNING CENTER

PHILOSOPHY.....	7
OUR STAFF	7
A. Classroom Team	7
B. Administrative Team	7
CURRICULUM	8
A. Pinnacle	
A. Creative Curriculum.....	8
B. Observation and Assessment.....	8
C. Celebrations	9
D. Daily Schedules	9
E. Ratios.....	10
F. Transitioning.....	11
a. Non-mobile Infant to Mobile Infant Transition.....	11
b. Mobile to Toddler Transition	12
c. Toddler to Preschool Transition.....	12
d. Preschool to Pre-K.....	13
e. Preschool to School-Age Transition	13
f. Transitioning out of the program.....	13
G. What to Bring	14
H. Dining and Food Service.....	14
I. Napping and Resting	16
CHILD GUIDANCE	16
CHILD SAFETY	19
COMMUNICATION AND INVOLVEMENT	19
WAYS TO CONNECT	20
ADDRESSING CONCERNS.....	20
CONFIDENTIALITY.....	21
HEALTH AND SAFETY	21
A. Medical/Physical Examination	21
B. Illness and Communicable Disease	21
C. Prevention.....	21
D. Management.....	22

E.	Care of Children Without Immunizations.....	23
F.	Medical/Physical Care Plans.....	24
	ADMINISTRATION OF MEDICATION OR FOOD SUPPLEMENTS	24
A.	Approval of Medications to be Administered by Little Buckeye Learning Center	24
B.	Request for Administration of Medication	24
C.	Administration of Medication by Program Staff	25
D.	Storage of Medication.....	25
	SAFETY AND EMERGENCY PROCEDURES.....	26
A.	Daily Safety and Security.....	26
B.	Accidents and Injuries.....	28
C.	Shelter-In-Place Emergencies.....	28
D.	Evacuation Emergencies	29
	ENROLLMENT INFORMATION	29
	PUBLICLY FUNDED CHILD CARE - PFCC (TITLE XX).....	29
A.	Arrival and Departure.....	29
B.	Attendance.....	30
C.	Co-Pays.....	30
	FINANCIAL INFORMATION	31
A.	Tuition	31
B.	Payment	31
C.	aAdditional Fees.....	32
D.	Withdrawal from Little Buckeye Learning Center.....	32
	SERVICE INFORMATION	33
A.	Enrollment.....	33
B.	Waiting Lists.....	33
C.	Available Programs.....	33
D.	Dates Closed.....	33
E.	School Delays/Cancellations.....	34
F.	Vacations.....	34
G.	Transportation of Children.....	34
H.	Photographs and Videos	35
I.	Swimming Information.....	35

J. Records Transfer 35

K. Involuntary Withdrawal 35

L. Termination of Services Policy 36

CENTER PARENT INFORMATION REQUIRED BY THE OHIO ADMINISTRATIVE CODE..... 37

APPENDIX A..... 38

APPENDIX B..... 40

APPENDIX C..... 41

[APPENDIX D..... 41](#)

PHILOSOPHY

Little Buckeye Learning Center operates on the belief that high quality childcare and early education benefit the growth and development of the youngest children in our community, as well as their families. We recognize the importance of balanced growth through a variety of creative experiences. Our program strives to produce long-lasting relationships and experiences to help meet the needs of each individual child.

Therefore, we strive to provide a secure, stimulating, and caring environment that enhances young children's:

- awareness of themselves as persons of value,
- understanding of individuals who are different from themselves,
- respect for themselves and others,
- development of self-regulation,
- creativity and imagination, and
- critical thinking skills.

OUR STAFF

A. Classroom Team

Classroom teams include Lead Teachers and Assistant Teachers working together to provide a secure, stimulating, and caring classroom environment that enhances children's growth and development. The classroom teams establish effective communications with families in order to provide individualized care and education to every child.

Classroom staff members are encouraged to pursue additional continuing education and training in early childhood education and closely related fields. They must complete at least 10 hours of continuing education annually and complete training in First Aid, CPR, Communicable Diseases and Child Abuse Prevention.

Classroom staff members at Step Up to Quality Programs must complete 20 hours of Professional Development every two years.

B. Administrative Team

The administrative team, the Center Director and Assistant Director(s), establishes and maintains the policies, processes and systems that support the mission of the program.

Administrators provide direct classroom support and supervision and are responsible for a variety of other administrative duties: program enrollment, facility management, regulatory agency compliance, communications, community relations, human relations and business operations.

Support Staff includes office assistants and associates who provide support in customer service, payroll and financial roles.

Culinary Services Staff provide breakfast, lunch and an afternoon snack for the children enrolled at Little Buckeye Learning Center.

CURRICULUM

A. Learning Beyond Paper

- **INFANTS**

During their first 12 months, infants learn, change, and grow quickly. There are distinct differences in developmental milestones between younger and older infants. This growth can be challenging to plan for when you have very young, immobile infants, as well as those who are older and have a bit more independence and mobility. With Learning Beyond, you have the information you need to plan engaging activities for babies, and you will understand what to expect from infants of different developmental levels as you expose them to engaging activities and interactions from you as an important caregiver who focuses on relationships at the heart of learning and growth.

- **YOUNGER TODDLERS**

The ages of 12 to 24 months bring about a flurry of activity, movement, language, and initial steps of independence as young toddlers continue their growth and learning. Everything is new and exciting, or a bit challenging and frustrating to toddlers. As a teacher of young toddlers, Learning Beyond helps by including practical, concrete learning opportunities for young toddlers while giving you as the teacher the knowledge to know if each child is at their developmental level, requires more opportunities for practice and your encouragement, and how a single activity can meet the needs of many young toddlers when teacher expectations are consistent with the child's age. Learning Beyond focuses on building practical skills, language, social and emotional learning - all with relationship-focused teaching and care at the heart.

- **OLDER TODDLERS**

"I'm 2 now!" From 24 to 36 months, older toddlers show more and more independence when they have opportunities to do things for themselves and have logical consequences. Older toddlers are learning from their behaviors and choices, trying lots of new things, getting messy, and learning how to clean up. The "I" is strong with older toddlers as they begin friendships, strengthen relationships with teachers and other important adults, learn how to talk and communicate in more sophisticated ways, and have many chances to try experiences and activities under the supportive connection with you - their teachers! Learning Beyond helps you focus on scaffolding children's learning, your interactions and ways to build children's knowledge, and giving children choices and options to empower them.

- **PRESCHOOL**

Three-year-olds are able to solve more and more problems, figure out unique ways to do something, and want to find out why - a lot! Learning Beyond helps you become a strong model, allowing children time to try and work through challenges while you ask important questions or provide support to children's learning. Children's skills in all developmental areas grow with these continued opportunities to be actively engaged in their learning and trusted as a learner. Learning Beyond provides quarterly benchmarks to help you stay focused on age-appropriate growth and excited learners.

- **PRE-KINDERGARTEN**

Four-year-olds continue building on the skills they learned in preschool, building layers of learning and knowledge through practice and novel opportunities - all provided by you as their trusted model and guide. Some concepts previously introduced become easily understood due

to continued hands-on learning and repeated opportunities to learn and practice. Children's development of language grows into more understanding of early reading and writing, in preparation for kindergarten. You as the teacher, learn how to introduce concepts in ways that make sense to the concrete mind of a pre-kindergartner. Through active learning and your supportive bond and scaffolding, pre-kindergartners build confidence, learn with their whole bodies, and thrive in a predictable, stable classroom environment where they can be independent and trusted learners.

- **BEFORE AND AFTER SCHOOL**

(Stelzer, Sunbury and 161 Locations)

Ages 5-School Age

Designed for the dynamic, ever-changing needs of today's active children, our school-age program emphasizes a safe, organized, and supervised environment responsive to the interests and developmental needs of your child.

During school holidays and summer months, we offer a full-day schedule with lots of fun activities and exciting field trips!

We know your child needs a break after a long day of school, so these activities don't even feel like learning – they are all about fun experiences! We also encourage children to take an active role in shaping their experience at Little Buckeye Learning Center— from putting on a class play to forming up clubs to helping design their classroom space. We want your child to feel comfortable and welcome in our engaging after-school environment.

A. Observation and Assessment

Thoughtful observation and assessment of children helps staff learn more about children's unique qualities, develop individual goals, plan and implement effective curriculum, and make referrals as appropriate. Effective teachers observe children, talk with them about their ideas, record interesting things they do and say, and document their progress in development and learning. Working together with families, staff can create unique environments and experiences to meet the needs of children in their classroom.

Childcare staff members use several formal developmental screening and assessment tools as well as informal observation and documentation. Children are observed and assessed in their authentic play environments. Information gathered is consistently shared with families through conversation and

documentation. Formal conferences are offered to each family at least twice annually and compiled assessment information is presented. Additional conferences may be scheduled whenever the need is identified by families or teachers. Formal assessments are reported to ODJFS.

B. Celebrations

Families often wish to celebrate their child's birthday with the classroom community. Children eagerly await these special times and like to share them with their friends. We encourage families to keep these celebrations simple and creative.

Some ways children have celebrated include:

- Bringing a favorite CD and having a dance party
- Purchasing a book for the classroom (or sharing a favorite from home) and having a parent read to the group
- Singing a favorite song
- Bringing materials to make party hats
- Playing group games

Because of dangers associated with food allergies, Little Buckeye Learning Center maintains a nut-free policy. We do not serve food containing nuts. We do not allow anyone, including staff and families, to bring food containing nuts into a classroom. In addition, children may have severe allergies to other foods which cannot be completely restricted in a child care environment, including, but not limited to, milk, eggs, soy and wheat.

If a family chooses to bring food for a birthday or other celebration, servings must be individually wrapped and labeled with ingredients by the manufacturer or must be whole fruits. These treats will be served as the afternoon snack. Foods made in the home and boxed mixes meant to be prepared on-site are not permitted. No gum or candy of any kind is permitted in any classroom. Check with your child's teacher or the center administrator before bringing foods to the center for celebrations.

We recognize that these food restrictions may seem challenging for some families. We encourage you to work with your child's teachers to plan just the right idea for your celebration.

C. Daily Schedules

The goal of the classroom daily schedule is for children to experience Little Buckeye Learning Center as a place of safety and comfort where they know what to expect and when to expect it. All classroom schedules are flexible enough to provide adaptability when necessary but structured enough to provide predictability for children. Daily schedules are developed by each classroom within the program's overall guidelines and philosophy and will be posted inside each classroom. Below is a typical schedule of daily activities inside each classroom.

Time	Activity
6:00 a.m. – 8:30 a.m.	Arrival / Breakfast served at 7:30 a.m.
8:20 a.m. – 8:45 a.m.	School-age children depart for school
8:30 a.m. – 9:30 a.m.	Transition breakfast / free choice to circle time
9:30 a.m. – 11:15a.m.	Small group activities / learning centers
9:30 a.m. – 11:30 a.m.	Classes rotate for outdoor / gross motor play
11:30 a.m. – 12:30 a.m.	Lunch served
12:30 p.m. – 2:30 p.m.	Rest Time
2:30 p.m. – 3:30 p.m.	Restroom breaks and snack
3:45 p.m.	School-age children return from school
3:30 p.m. – 6:00 p.m.	Exploration of learning centers
3:30 p.m. – 6:00 p.m.	Classes rotate for outdoor / gross motor play

Note - Schedules for infants are used as a guide for the day. Infant classroom schedules are responsive to individual children’s needs. Infants eat at appropriate intervals based on their indicators to staff that they are hungry. Developmental activities including sensory, large motor (both indoors and outdoors), and small motor activities happen throughout the day as children are interested. Routines, such as diapering, eating, and napping, occur throughout the day to meet each child’s unique schedule. Diaper change frequency is every 2 hours – or as needed if soiled. The center follows all diapering guidelines as prescribed in 5101:2-12-23 (C) (copy available upon request or online at <http://codes.ohio.gov/oac/5101:2-12-23v1>). Infant families are provided daily updates through the Procure App regarding diapering, food and bottles.

D. Ratios

Children’s safety and well-being are always our primary concern. To that end, Little Buckeye Learning Center strictly follows the Ohio Department of Job and Family Services’ (ODJFS) staff-to-child ratio guidelines below.

Age Group	ODJFS staff/child ratios
6 wks – 12 months	1 to 5 / 2 to 12
12 – 18 months	1 to 6
18 – 30 months	1 to 7
30 - 36 months	1 to 8
36 – 48 months	1 to 12
48 – 60 months	1 to 14
School-Age	1 to 18

The maximum group sizes are as follows:

12 0-18 Months

14	18 months-30 months
16	30 months-3 years
24	3 years
28	4-5 years
36	School Age

E. Transitioning

Transitioning into the program

When a child is first enrolled into the program, Little Buckeye believes it's in the best interest of the child to visit the classroom one to two times for at least 30 minutes before being placed full-time into the program. This not only allows the child to become comfortable with their new environment and surroundings, but it also allows the family to get acquainted with the staff and the daily routines of the classroom. During the initial weeks of being in the program, we encourage you to spend extra time in your child's classroom during drop-off and pick-up. This gives you and your child's primary caregiver the opportunity to build a relationship with each other and to ask additional questions you might have. We understand that transitioning into a childcare setting can be stressful on both you and your child. That's why we make it our goal to make sure that you and your family are comfortable when transitioning into Little Buckeye.

Transitioning within the program

When a child is ready to transition to a new room at Little Buckeye Learning Center, we try to make their transition as smooth and comfortable as possible. We determine the child's readiness to transition based on their age and milestones they have reached in their current room. When it is time to transition the teachers will send out a letter to the family, notifying them two weeks prior to the transition. The parents will then schedule a time to meet with both sets of teachers to discuss what will happen during the transition period and what is the best way to approach the transition for the child. The parent will then receive a welcome packet from the new classroom consisting of a classroom schedule, teacher bio, and an 'All About Me' form to fill out with the child. During those two weeks the child will take visits on selected days to their new room. This will allow the child to become more comfortable with their new environment and will also allow them to build a relationship with their new teacher. Below is a list of activities that we will do with your child along with suggestions of things you can do at home while going through these critical transitional stages.

a. Non-mobile Infant to Mobile Infant Transition

i. What you can do:

1. Practice with your child to sit in an upright position. This allows them to develop their core muscles.
2. You may consider cutting back on the number of bottles your child has as they eat more table food. This helps your child prepare for the dietary guidelines in the new classroom.
3. Allow your child to practice wearing closed toed shoes daily to help them improve their balance.

- ii. What we will do:
 - 1. Transition your child to whole milk once they have been introduced to it. This helps prepare the child for the dietary guidelines in the new classroom.
 - 2. Begin the process of moving your child to a one-nap-a-day routine. This allows the child to get adjusted to the daily schedule in the new classroom.
 - 3. Encourage running, jumping, and walking with closed-toed shoes, so they can improve their eye-foot coordination.
 - 4. Feed your child any liquids with a sippy cup, so they can develop hand-eye coordination and drinking from a cup.

b. Mobile to Toddler Transition:

- i. What you can do:
 - 1. Have your child explore and play independently with hands-on activities. This helps your child develop their fine motor skills and stimulate sensory exploration.
 - 2. Begin to limit the use of a pacifier to nap times only to help wean your child off as they transition to the toddler room.
 - 3. Allow your child to practice self-feeding with a spoon to help them develop their fine motor skills.

- ii. What we will do:
 - 1. Develop a curriculum that includes planned activities and hands-on learning at a table to help them develop their fine motor abilities and enhance their sensory exploration.
 - 2. Child will lay on a cot instead of in a crib to help child adapt to cots in the new classroom.
 - 3. Lay your child down to nap at noon to reinforce the routine of one-nap-a-day.
 - 4. Offer your child spoons and cups to encourage self-feeding so they can develop their fine-motor skills and hand-eye coordination.

c. Toddler to Preschool Transition:

- i. What you can do:
 - 1. Practice pulling pants/underwear down when using the restroom and sitting on the toilet. This will help them get acclimated to sitting on the toilet and associating physical needs.
 - 2. Have your child start practicing getting dressed and putting things away on their own to encourage self-help skills.
 - 3. Start giving your child two-step directions to encourage them to comply and follow directions.

- ii. What we will do:
 - 1. Implement activities that allow the use of child-appropriate scissors to help them develop fine motor skills.
 - 2. Allow children to dress themselves (putting shoes on, putting on jackets, etc.) to help them develop self-help and fine-motor skills.

3. Give children two-step directions to help them comply and follow rules of the classroom.
- d. **Preschool to Pre-K**
- i. **What you can do:**
 1. Practice scribbling shapes and letter-like symbols to help develop fine-motor and writing skills.
 2. Encourage your child to pick a dominant hand for writing, drawing, and throwing to help your child develop bilateral coordination and eye-hand coordination.
 3. Introduce lowercase letters and matching them to uppercase letters to help develop letter recognition.
 - ii. **What we will do:**
 1. Plan activities to encourage basic storytelling and sequencing events from a story to help develop language skills.
 2. Plan and implement activities that will foster writing words to help develop fine-motor and writing skills.
 3. Introduce lowercase letters and matching them with uppercase letters to compare similarities and differences between them. This will help the child with letter recognition and language.
- e. **Preschool to School-Age Transition:**
- i. **What you can do:**
 1. Visit the school-age room, introduce the teacher and have them talk to your child about the schedule and what to expect.
 2. Practice matching numerals to encourage number recognition.
 3. Help your child identify more than four shapes to encourage shape and size discrimination.
 - ii. **What we will do:**
 1. Your child will be assigned an older “buddy” to help the child meet other children and learn the routine.
 2. Child will explore the bus and the teacher will go over bus safety with the child to encourage safe practices.
 3. Decrease the length of rest time to mirror school schedule (Kindergarten).
 4. Plan and implement activities that encourage your child to take on more responsibility to help create a sense of ownership.
- f. **Transitioning out of the program:**

When a child is transitioning out of our program at Little Buckeye Learning Center, we arrange special activities for the child that is leaving our center. Along with saying good-bye to teachers and peers, we have a good-bye circle time for the child and we also let them clean out their old cubby. The teachers will provide parents with the child’s records, so they can take them to their new center.

F. What to Bring

Because children in our program are actively interacting with their environments, it is important that they wear functional play clothes that can get dirty or messy. Jackets and sweaters or extra layers are appreciated to give children the option to remove them, if needed. Sturdy shoes made for active play will provide safety and comfort. Shoes should be rubber or soft-soled and feet should be completely covered. Open-toed shoes are not permitted for safety reasons. Below is a list of items children will need while attending the program.

Infant/Toddler	Preschool	School-Age
Month's supply of diapers/pull-ups	Change of clothing (two sets)	Change of underwear/pants
Full size container of wipes	Small blanket	Adult button-down shirt or extra shirt
Change of clothing (two sets)		
Bottles and/or sippy cups (labeled with child's name)		
Small blanket for napping Swaddle blanket or sleep clothes (infant <12 months no blanket)		

All clothing and supplies should be permanently marked with your child's name. Little Buckeye Learning Center accepts no responsibility for lost or damaged clothing or personal items brought to the center. Staff will inform you when supplies are needed for your child. Please also take the initiative to inventory your child's cubby for items on hand. Please ensure that you are switching out your child's extra clothes based on the season. **Once the parent is informed by the teacher of supplies needed, children will not be able to return to the center until items are brought in.**

Research has shown that children stay healthier when they have daily outdoor play. Based on multiple sources of information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be allowed outside when the temperature (wind chill and heat index included) drop below 25 degrees or rises above 90 degrees. If the situation requires, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that the weather does not permit us to take the children outside, we will include a time for indoor gross motor activities. Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside. This includes winter coats, snow pants, mittens, hats, and boots in the wintertime.

G. Dining and Food Service

Mealtimes at Little Buckeye Learning Center are an important part of the day for all children. Staff sit with children during each snack or meal. The goals of dining together are to:

- Provide a relaxing, pleasant environment for enjoying one another's company.
- Provide nutritious food choices in an environment that allows children to safely try new foods and develop new daily-living skills.

Teachers model positive language and pleasant manners while engaging the children in quiet conversation. Being present with the children helps them to understand that mealtimes are special, slows the pace of meals, and allows children to be easily helped with eating safely.

While the first servings of all food will be provided for the children, at no time are children required to eat any or all of the food on their plates. Children are encouraged to try new foods but are never forced. Staff will never use food to reward good behavior or withhold food as punishment. Staff members will never consume other food or drinks in front of children.

- The program respects religious and dietary restrictions and will make substitutions when possible. If the program cannot provide a substitution, it is the responsibility of the family to do so. Families must provide substitutions only from the USDA food groups.
- Modifications to USDA guidelines, i.e. elimination of an entire food group (dairy products) or changing the amount of food to be provided in order to meet one third of the child's recommended daily dietary allowance, requires written documentation from the child's physician. Please see the Center Director to obtain the proper form.
- Iron-fortified formula is provided by the program. If a different formula is preferred, it may be supplied by the family. This formula must be prepared at home, labeled with the child's name, date of preparation and date received by the Program.
- Nursing mothers may choose to nurse on-site, provide a supply of breast milk or formula, or use the formula provided by the program. Expressed milk must be labeled with the child's name, date expressed, and date received by the program. Little Buckeye Learning Center's on-site breastfeeding/pumping location is noted in Appendix B.
- A menu is posted in each classroom.
- We offer only lower fat milk (1% or skim) to all children ages 2 and up
- We offer whole milk to children 12-24 months
- We only offer 100% fruit juice and limit portions to no more than 4-6 oz. per day.
- Water will be freely accessible to children throughout the day and will be the first beverage offered to children when they are thirsty. Water pitchers will be available in every classroom.

Little Buckeye Learning Center participates in the United States Department of Agriculture (USDA) Child and Adult Care Food Program which assists child care sponsors with serving nutritious meals by providing funds to supplement food costs. Families help the program receive these benefits by completing the required forms annually. The meals and snacks provided are listed below.

- Breakfast
Includes 3 foods from the USDA Food Groups; served at 7:30 a.m. – 8:30 a.m.
- Lunch
Includes 4 foods from the USDA Food Groups; served at a scheduled time 11:30 a.m. – 12:30 p.m. (depending on the age group schedule)
- P.M. Snack
Includes 2 foods from the USDA Food Groups; served 2:30 p.m. – 3:00 p.m. (School Age served 4:00-4:30 p.m.)

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building,

1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

H. Napping and Resting

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

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

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

CHILD GUIDANCE

As stated in Little Buckeye Learning Center's philosophy, we strive to provide a secure, stimulating, and caring environment that enhances young children's:

- recognition of themselves as persons of value
- understanding of individuals who are different from themselves
- respect for themselves and others
- development of self-regulation

In order to grow and develop in these areas, children must engage in relationships with both adults and peers. Effective relationships and effective learning both require effective social skills, emotional regulation skills and communication skills. The development of these skills is enhanced by child guidance strategies that promote pro-social behavior, use language to communicate needs, and emphasize problem-solving.

At Little Buckeye Learning Center, child guidance is recognized as essential to helping children grow and learn, and guidance strategies are chosen keeping this goal in mind. In addition, strategies are chosen that are responsive to the individual needs of the child. All staff members are responsible for the appropriate guidance of children in their care.

The following child guidance strategies are used at Little Buckeye Learning Center:

Involve the Family: Parents are our partners in creating successful experiences for children. Parents know their children best and can share much about their child's personality as well as the guidance strategies used at home. Teachers frequently share information with parents about their child's developing social skills and emotional regulation. When concerns arise, teachers and parents work together to develop positive strategies and solutions.

Manage the Physical Environment: Classroom environments are designed to encourage active, meaningful, sustained play. Providing children with a balanced, engaging environment helps them to have positive, successful experiences that encourage their imaginations and creativity.

Manage the Social and Emotional Environment: Staff creates an environment where all people are respected through words and actions, appropriate behavior is modeled by adults, emotions are accepted, and communication is essential for problem-solving. The use of books, songs and other activities is responsive to children's social and emotional needs.

Provide Predictability and Consistency: Children are more relaxed and comfortable when they know what to expect in their environment. Teachers provide predictability through the use of daily schedules and effective transitions. They provide consistency by involving children in the development of classroom rules and referring to them often. When teachers speak calmly, explain reasoning, and accept children where they are in their development, they can create a harmonious classroom environment.

Accentuate the Positive: Teachers recognize, discuss and encourage children's attempts at appropriate behavior, enhancing children's built-in motivation to make effective choices. Teachers also recognize and encourage each child's gifts and talents, helping them to recognize themselves as persons of value. Teachers use positive language when reminding children of rules. Teachers demonstrate empathy for children's mistakes, remembering that all mistakes are opportunities for learning.

Listen: Children need to know that they are valued members of the community and respected for the contributions that they can make. Teachers enjoy listening to children, but also understand the serious nature of their self-expression. Teachers show respect for children's thoughts and feelings by being on their level physically and giving their full attention when listening. Teachers also observe carefully for non-verbal messages and reflect these ideas back to children.

Problem-Solve: In order to help children begin to manage their own social challenges, teachers must guide them through the steps many, many times. Teachers help children listen to one another and express their thoughts and feelings appropriately. They help children remain respectful even when upset. They help children develop negotiating skills so that satisfactory solutions can be agreed upon.

Provide Choices: Sometimes children's behavior has unintended negative consequences that can naturally help children choose more effectively the next time. Other times, teachers must construct these choices to prevent children from being hurt or property from being damaged. Teachers may redirect children by diverting their attention to a more appropriate strategy or activity. Teachers may also offer a "limiting response" by stating two appropriate choices and allowing children to make the decision.

Ensure Safety: Children's safety and well-being is always our primary concern. When children are engaged in any behavior that may be harmful to themselves or others, teachers stop the behavior as

quickly as possible then follow with appropriate guidance strategies. It may be helpful for teachers to remove a child from an area or an activity for a short time, however, Little Buckeye Learning Center does not implement the “time-out” technique. In some circumstances, it is necessary for teachers to help by holding a child in a protective hug, so no harm comes to the child or others.

Observe and Reflect: Child guidance is a dynamic process that requires constant observation and reflection. Minor changes to the environment, the daily schedule, the curriculum or the teachers’ responses are needed to keep the group growing and developing in a positive direction.

Behavior Plans: Sometimes a child demonstrates a pattern of challenging behavior that is not being successfully guided using typical strategies. Challenging behavior is any behavior that interferes with a child’s development, learning or success at play; is harmful to the child, other children or adults; puts a child at high risk for later social problems or school failure.

It is of the utmost importance that these challenging behaviors be addressed quickly and effectively. If a teacher believes that a child is demonstrating a pattern of challenging behavior, the following steps will be taken:

- Program staff will inform the family of the concern as soon as possible and collect information to share with the family in a meeting.
- A meeting of the family, teaching staff and administrative staff will be scheduled. The goal of the meeting will be to share information and develop a written plan, including specific guidance strategies to be used in the classroom to guide behavior in a positive direction. Appropriate follow-up meetings will be scheduled to discuss progress.
- Program staff and the family will communicate regularly while the plan is being implemented. Program staff will implement specific guidance strategies defined in the plan, document observations of the child and implement appropriate evaluation methods to determine if the plan is successful.
- At follow-up meetings, the child’s progress will be discussed. If the plan does not appear to be successful, the family may be asked to allow external consultation or seek further evaluation. Additional guidance strategies may be proposed and implemented.
- If at any time a child’s behavior places the child, other children or adults at consistent or extraordinary risk of harm, it may be necessary to temporarily suspend services for the child.
 - First Occurrence – child will be dismissed for the remainder of the day
 - Second Occurrence – child will be dismissed for the remainder of the day and the following attendance day
 - Third Occurrence – child will be dismissed for the remainder of the day and the following two or three attendance days
 - A child dismissed for the remainder of the day will be expected to be picked up within an hour.
 - The parent will be asked to withdraw the child if there are three occurrences in a six-month period.
- If all steps in the plan have failed to help a child become more successful in the classroom environment, the family will be asked to withdraw the child. If possible, the program will assist the family in identifying potential placement options that may appropriately meet the child’s needs.

CHILD SAFETY

Ensuring the safety of all children while they attend Little Buckeye Learning Center is a top priority. Program staff work in partnership with parents to maintain a safe, nurturing environment while teaching children skills to enhance their safety and well-being.

A parent or guardian is the best person to begin teaching a young child about the importance of personal safety. Program staff will also be communicating safety messages, and it is important that other adults share similar messages.

Keeping in mind the age of your child is critical to delivering safety information in a manner that is helpful and prepares children to ultimately become stewards of their own personal safety.

Professional boundaries with children and families should be maintained at all times by staff. Early childhood is a time when children are to be nurtured as they navigate their growth and development. Examples of improper boundaries between staff and families include but are not limited to: staff becoming personally involved with families; staff giving exclusive attention to one child; staff giving gifts exclusively to a single child.

If at any time a parent experiences a suspected breach of a professional boundary, a supervisor should be contacted immediately.

COMMUNICATION AND INVOLVEMENT

Families are welcome at Little Buckeye Learning Center at any time. Parents and guardians have complete access to the facility in which their child is enrolled. Noncustodial parents have the same rights of access to the program unless limited by official court documentation. The custodial parent is responsible for providing the program with relevant information. Families with legally documented parenting agreements are also required to provide a copy to the program. Confidential information will only be disclosed to the specific audience for which it is intended. Visiting parents or guardians are required to notify the office and classroom staff of their presence.

Families should plan to visit before their child's first day and after their child is enrolled in the program. Visiting will help both you and your child feel more comfortable. Plan to come as many times and stay as long as you and your child need.

We encourage family involvement at all levels of our organization. High quality early care and education is a partnership between families and Little Buckeye Learning Center. The more you know about the program and the more teachers and administrators know about you, the better we can serve your child and your family.

Should your family require a translator, please speak with an administrator.

WAYS TO CONNECT

- **Talk Daily** – The very best way to develop a partnership with your child’s teachers is to spend just a few moments each day in conversation. Tell the teachers about your child’s evening, his likes and dislikes, family and friends who are important in her life.
- **Ask Questions** – Ask the teachers about your child’s day, the activities she enjoys, the friends he likes to play with, her progress in developing a new skill.
- **Call** – If you have a question or just want to check in during the day, please call.
- **Parent Conferences** – You are welcome to schedule a meeting with your child’s teachers at any time.
- **Participate in Classroom Activities** – There are many opportunities to participate with your child in classroom activities. It may be as simple as bringing a vegetable for the classroom cooking activity or reading a story at group time. Some parents also share a special talent or skill with the children, such as cooking or playing a musical instrument. You are always welcome to join your child’s classroom!
- **Family Events** – Each year brings several opportunities for families to participate in interesting events. These are great opportunities to meet the children and families your child talks about every day.

ADDRESSING CONCERNS

Sometimes a family has a concern about a classroom incident or a program policy or procedure which requires assistance from program staff. If at any time you suspect any type of suspicious or inappropriate behavior, please follow the action steps below. We believe that in order to provide the highest quality childcare for you and your family we must work in partnership. It is important to us that we work together to quickly bring concerns to a satisfactory resolution. If such a concern exists, we recommend the family or staff take the following action steps:

- If the concern is about a classroom incident, discuss your concern first with the classroom teacher. Because it is difficult to have this kind of discussion in the classroom, schedule a time to meet with the teacher privately.
- If the concern remains or if the concern is about a program policy or procedure, you may discuss your concern with the Administrator. Again, please try to schedule a time to meet with the Administrator privately.
- If the concern remains, further steps may be taken that support the specific need. The Child Care Regional Manager, may become involved in order for all parties to reach a satisfactory resolution. The contact information for the Regional Manager will be available in the lobby of the center.
- ODJFS offers the following phone number to any person who would like to report a possible violation of the center: (877) 302-2347.

CONFIDENTIALITY

We respect the right to privacy of both the children and the families in our care. Program staff will refrain from disclosure of private or confidential information, including information about other children in the classroom. Incident reports will not list names of other children involved in an incident. If it is deemed appropriate to share information about a situation for the positive development of the classroom community, all involved families will be requested to give permission prior to the implementation of any plan of action.

The information contained in children's files is confidential. The information may be compiled and viewed by administrative staff and classroom staff for the purpose of healthy, safe, and appropriate care and handled by support staff to ensure compliance with regulatory agencies. Families have access to their child's file at any time.

Disclosure of children's records beyond family members, program staff and authorized consultants require family consent, except as legally mandated reporters, if we have reason to believe that a child's welfare may be at risk, we may share confidential information with agencies or individuals who have legal responsibility for intervening in the child's interest.

HEALTH AND SAFETY

A. Medical/Physical Examination

The center requires that all families turn in their child(ren)'s physical examination and shot records within the first thirty days of enrollment. If a medical form containing these items (height, weight, hearing acuity, vision acuity, hearing evaluation, lead level in the blood, and hemoglobin levels) is not turned in, the child will not be able to return to Little Buckeye Learning Center until the form is completed and signed by a Physician or Certified Nurse Practitioner.

Medical/physical examinations need to be updated annually, usually within 13 months from the date on the child's last medical/physical form.

B. Illness and Communicable Disease

In order to help keep children healthy and allow parents to fulfill their professional responsibilities, Little Buckeye Learning Center engages in practices to help prevent and control the spread of disease.

C. Prevention

Staff complete a Communicable Disease Management course and use this information to observe each child daily upon arrival for signs of illness.

All classrooms, eating areas and bathrooms are disinfected daily or more often, if needed.

Staff receive instruction and implement proper hand washing and sanitation techniques. Each staff member is required by state law to wash their hands with running water and soap:

- upon arriving at the center,
- after toileting,
- after assisting each child with toileting,
- after changing a diaper or pull-up,
- after contact with bodily fluids,
- after cleaning up spills or objects contaminated by bodily fluids,
- after returning inside from outside activities,
- after handling pets or any object that has come in contact with a pet,
- before eating, serving or preparing food or bottles or feeding a child,
- before and after administering medication, first aid or completing a medical procedure, and
- after taking off disposable gloves.

Hand sanitizer is permitted after wiping children's noses, when a staff member is outside or alone in a room and needed in the staff/child ratio, and running water is not readily available. Staff must thoroughly wash their hands with soap and running water as soon as staff/child ratio allows or upon re-entry into the building.

Children are also assisted in proper hand washing throughout the day. All children are required to wash their hands with running water and soap:

- upon arrival (parents must assist),
- after toileting,
- after returning from outdoor play,
- after contact with bodily fluid,
- after handling pets,
- whenever hands are visibly dirty, and
- before eating.

Staff or children who are observed to have signs or symptoms of illness may not attend Little Buckeye Learning Center. Staff and children who are experiencing only minor cold symptoms and have no additional signs of communicable disease may attend.

While keeping an ill child home can be difficult, it is important that we work together to prevent the continued spread of illness that will result in increased absences for all families.

D. Management

When a child is observed with signs or symptoms of illness (as identified by ODJFS and listed below), the parent or guardian is immediately notified and should make arrangements to pick up the child within one hour. The child is cared for in a portion of the classroom away from other children yet still within sight and hearing of a staff member, usually on the child's cot. The cot and any linens used are washed and disinfected before being used again. Staff monitors the child's condition and records symptoms on the Illness Notification form.

When a child is sent home, the Illness Notification form is given to the family. In addition to information about the child's symptoms, information on when the child may return is recorded on the form. Decisions about when a child may return are determined by the Ohio Department of Health Communicable Diseases Chart posted in the office and the Ohio Department of Job and Family Services Child Care Licensing regulations. Physician directions do not over-rule licensing regulations. A child or staff member will not be re-admitted into the center until he or she is symptom-free for a period of 24 hours or until a physician's written permission verifies that he/she is no longer contagious. Children who are not feeling well, but are not exhibiting any of the below symptoms, are considered mildly ill and will be cared for and observed by a staff member for further signs of illness.

Little Buckeye Learning Center will not admit children with the following symptoms and will require that children who develop these symptoms be picked up within one hour:

- Temperature of 100 degrees Fahrenheit (taken under the arm) in combination with any other signs or symptoms of illness
- Temperature of 101 degrees Fahrenheit (taken under the arm) with or without any other signs or symptoms of illness
- Diarrhea (three or more abnormally loose stools in a 24-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Redness of the eye, obvious discharge, matted eye lashes, burning, itching
- Difficult or rapid breathing
- Yellowish skin or eyes
- Untreated infected skin patches, unusual spots or rashes (other than localized diaper rash)
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Presence of lice or nits (children will not be permitted to return to the center until all lice and nits have been removed and child has been checked by administrator)
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated scabies or other parasitic infestation
- Sore throat or difficulty swallowing
- Inability to participate in normal activities

When a parent notifies the program that a child has been diagnosed by a physician with a communicable disease, an exposure notice will be posted outside the child's room and any other rooms which may be affected. The notice will list the name of the disease, the date the symptoms were first observed, the date of diagnosis, the incubation period, typical signs and symptoms of the disease, and typical treatments. Families are urged to consult their own physician for advice about precautions to take with their child.

E. Care of Children Without Immunizations

Little Buckeye Learning Center will not enroll children whose families have chosen to not immunize them for religious or medical reasons.

F. Medical/Physical Care Plans

A child identified by a physician or parent as having a medical or physical care condition must complete and have on file in the child's classroom a Medical/Physical Care Plan. Conditions that may require a plan include, but are not limited to:

- Asthma
- Allergies
- Congenital conditions
- Eczema
- Reflux
- Seizure disorders

Medical/Physical Care Plans provide clear instructions for staff in managing any special care needs. Staff requiring training will be identified by program administrators considering the severity of the special care need, type of medication or other treatment and child's attendance schedule. It is the family's responsibility to train all identified staff in the proper care of the child, use of medical or special equipment and administration of medication. Plans are updated annually or any time a change is indicated. If conditions require medication, a Request for Administration of Medication form may also be required by the program.

ADMINISTRATION OF MEDICATION OR FOOD SUPPLEMENTS

A. Approval of Medications to be Administered by Little Buckeye Learning Center

Little Buckeye Learning Center may receive, approve and administer medication to children when the medication is needed for a chronic or life-threatening condition (such as asthma treatments or emergency allergy medication) or when it is needed for daily care (such as lotion for eczema, diaper

cream or sunscreen). Program staff may not administer any medication, food supplement, or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions.

Other types of medication, such as antibiotics, which can be administered outside child care hours, must be cared for by parents rather than Little Buckeye Learning Center staff. Medication will not be administered to reduce fever; children must stay home until fever-free without aid of medication for 24 hours. Medication may be administered to reduce pain when prescribed or recommended by a physician for a specific injury or non-communicable condition, such as an allergic rash.

If the type or extent of treatment for a condition is considered to be beyond the range of services, Little Buckeye Learning Center has the right to deny administration.

B. Request for Administration of Medication

A Request for Administration of Medication form must be completed by the parent/guardian and approved by an administrator for any medication or topical preparation to be administered. No unapproved medication or topical preparation is permitted on the premises or to be administered by a parent on the premises.

Prescription Medications – Prescription medication must be in the original container with a prescription label containing the child’s full name, a current date within the last twelve months, and the exact dosage and means of administration. A dosing cup, spoon or syringe calibrated with the exact dosage as listed on the prescription must be provided by the family. Box 1 on the form must be complete.

Nonprescription Medications – Medications, such as Children’s Benadryl, must be in the original container and the label must specify the exact dosage for the child’s age and/or weight. The full name of the child must be printed on the container. A dosing cup, spoon or syringe calibrated with the exact dosage as listed on the label must be provided by the family. This type of medication can be administered for no more than three consecutive days. Box 1 on the form must be complete.

Medication will not be administered to reduce fever; children must stay home until fever-free without aid of medication for 24 hours.

Nonprescription Medications requiring physician’s instructions – If the nonprescription medication label does not specify the exact dosage for the child’s age and/or weight or if it contains aspirin or codeine, a physician’s instructions are required. The physician may complete Box 2 on the Request for Administration of Medication form or may provide written instructions that include the required information indicated on the form. Box 1 on the form must also be complete.

Topical Preparations – Diaper cream, sunscreen, lip balm and skin lotion may be administered daily for a twelve-month period with specific instructions provided by the parent in Box 1 of the form. If a topical preparation is to be used for an acute skin irritation such as diaper rash, it shall be applied by staff for no longer than fourteen consecutive days at any one period of use.

Food Supplements/Medical Foods/Modifications – In order to administer a food supplement, such as Pedialyte or Ensure, or a diet that eliminates a food group, written instructions from a physician on an Administration of Medication form are required.

C. Administration of Medication by Program Staff

Only designated child care staff will administer prescription and nonprescription medications. The medication will be administered according to the directions on the Request for Administration of Medication form. Staff will record the time(s) the medication is given and will sign the form after each administration.

All staff may administer nonprescription topical products used as a preventative measure. Administration of these products will not be recorded.

D. Storage of Medication

Medications will be stored in each classroom in a medical box that is inaccessible to children. Medications, including diaper cream and sunscreen, may not be stored in a child's cubby, diaper bag or backpack.

If medication requires refrigeration, it will be stored in a sealed container and kept refrigerated at the center. Little Buckeye Learning Center will only administer prescribed medications and/or nonprescription topical ointments. The center will not administer vitamins, fluoride supplements and/or food supplements.

Medications that are no longer needed or that have expired will be returned to the family; the completed forms will be maintained in the child's file.

E. Medications for School-Age Children

School age children are not allowed to carry their own medications with the exception of lotions or ointments (ie. Chap-stick). All other medications must be handled and administered by LBLC staff as directed in above sections.

SAFETY AND EMERGENCY PROCEDURES

Nothing is as important to us as ensuring the safety and security of the children entrusted to our care. All visitors are required to sign in and out of the building at the front desk. Supervisors are also present everyday monitoring classrooms. Little Buckeye Learning Center has four kinds of safety and emergency plans:

- a plan for daily safety and security
- a plan for accidents and injuries
- a plan for an emergency outside of the building
- a plan for evacuation of the building

Staff and children practice emergency procedures monthly, quarterly and annually, as required.

A. Daily Safety and Security

- Supervision of infants/toddlers/preschool - At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within sight and hearing of a staff member. We also have a camera system throughout the entire center. We have a camera in every classroom for observation purposes.
- Supervision of school-age children – School-age children may run errands inside the building or use the restroom alone or in groups of no more than six without adult supervision as long as the following conditions are met:
 - Children are within hearing distance of the teacher
 - The teacher checks on the children at least every five minutes until they return
- Children are marked in attendance upon arrival and an attendance sheet accompanies classroom groups as they move about the building or outside. Staff completes face-to-name attendance checks before leaving any area to move to another.
- All children will be signed in for attendance by the teacher upon arrival to the classroom.
- Parents must bring their child(ren) to the staff member responsible for the child's care and ensure that staff is fully aware of the child's presence before departing. Parents are responsible for removing their child's coat, hat, etc. upon arrival and for putting coats, hats, etc. on their child before leaving.

- If a child arrives at the center with any marks or bruises, the appropriate paperwork must be completed before the child is allowed to stay.
- At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. If the child is not located, we will then consult with the parent 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.
- Family members are responsible for the supervision of their children when children are not in the care of staff, such as during arrival and departure times. Children may not be unaccompanied in the building and should never be sent inside the building or down the hallways alone. Children may not be unaccompanied outside the building, on the sidewalk or in parked cars.
- To ensure that access to the program is limited to families and authorized persons, facility access is controlled. Information on daily access to the Little Buckeye Learning Center facility for parents is contained in Appendix A. All other visitors must be permitted entry by staff.
- When a child custody issue exists, it is the responsibility of the residential parent to provide official court documentation if there are restrictions or limitations placed on the nonresidential parent. The program may not deny a parent access to their child without proper documentation.
- The only persons who may pick up a child from Little Buckeye Learning Center are those listed on the Authorized Release form. Staff will not release a child to anyone not listed on the form without additional written instructions. Staff will ask to see photo identification of persons that they do not recognize.
- If a staff member suspects that the adult picking up the child is under the influence of any drug or alcoholic substance, the staff member will not release the child to that adult. Another adult that is on the child's information form will be contacted. There are no exceptions to this rule.
- If the person responsible for picking up the child has not arrived by 6 p.m., the administrator on duty will contact persons listed as Emergency Contacts on the child's Enrollment and Health form. After one hour, if the person responsible for the child or an Emergency Contact has not arrived or been contacted, Franklin County Children's Services will be contacted, and will determine if the child should be brought to their agency. Late Pick-up Charges will apply – see Fees in Appendix A.
- No smoking is permitted indoors or immediately outside of the facility; no firearms or other hazardous materials are permitted on Little Buckeye Learning Center property. Additional information on this policy is available in Appendix C.
- All employees of Little Buckeye Learning Center are required to report suspected child abuse or neglect to the public children's services agency. Staff members complete a Recognition of Child Abuse and Neglect training course to assist in this process.
- Positive Body Image: Staff do not comment on the weights of children, other staff members or themselves. Staff do not discuss dieting in front of children.

B. Accidents and Injuries

Through appropriate supervision and low staff/child ratios, our staff is able to prevent many accidents and injuries from occurring. Accidents and injuries will inevitably occur; all full-time staff are provided with First Aid and CPR training. If an accident does occur, the following steps are taken:

1. Staff with first aid training responds to the child's immediate needs. Most accidents and injuries that occur are minor and can be resolved quickly.
2. An Incident Report is completed for any injury that requires first aid. Parents are asked to sign the report upon receipt and a copy is kept in the child's file. Serious incidents must also be reported to the Ohio Department of Job and Family Services by an administrator.
3. Any significant bump or blow to the head will be reported to parents immediately, even if it appears to be minor.
4. If it is determined that the injury may be severe, a childcare staff member calls the office to let them know that help is needed. An administrator will go for help.
5. Child Care Staff Member calls 911 for assistance. The family is contacted at the same time or after the emergency call is placed.
6. Emergency personnel or parents will determine further treatment.
7. If transportation to a hospital is needed, emergency personnel or parents will provide transportation as indicated on the child's Enrollment and Health form. Staff will travel with the child if a family member is not present.
8. The cost of all medical care is the responsibility of the family.

It is the Child Care Program's policy that in order to enroll, all families must sign permission for Little Buckeye Learning Center to secure emergency transportation for their child in the event of an illness or injury which requires emergency treatment.

C. Shelter-In-Place Emergencies

Staff are trained and practice monthly/annually the steps to take in the event of an emergency that requires sheltering-in-place. This action may be necessary when there is severe weather or a potentially harmful situation in or near the facility and it is safer to stay inside rather than evacuate. A lockdown may be required if violence is threatened. When information is received or when a potentially harmful situation is recognized by program staff, the following steps are taken:

1. Staff are notified verbally by Administrative Staff or other means to shelter-in-place.
2. Staff quickly move children to their classroom or closest safe space and choose the safest place within the room or area to gather. In the event of dangerous weather, groups move to their designated safe space.
3. Staff complete a face-to-name attendance check of children and adults.
4. In the event of a lockdown, staff also close and lock doors, turns out lights and cover windows or doors if possible.
5. Staff keep children as quiet and calm as possible until given further directions by an administrator or emergency personnel.

D. Evacuation Emergencies

Staff are trained and practice monthly and annually the steps to take in the event of an emergency that requires evacuation. This action may be necessary when there is a potentially harmful situation in or near the facility and it is safer to evacuate. When information is received or when a potentially harmful situation is recognized by program staff, the following steps are taken:

1. Staff are notified by alarm, verbally by Administrative Staff or other means to evacuate the building.
2. Staff gather children and prepare to leave the building with children's emergency medications and other emergency supplies.
3. Staff complete a face-to-name attendance check of children and adults before leaving the building and after exiting the building.
4. Staff move children to the pre-determined Evacuation Assembly Point (noted in Appendix A) and complete another face-to-name attendance check.
5. Staff keep children as quiet and calm as possible until given further directions by an administrator or emergency personnel.
6. If it is determined that children may not reenter the building, families will be alerted to come to the Evacuation Assembly Point to pick up their children.
7. If normal communications are disrupted, a sign will be posted on the front door of the facility that staff and children have moved to the Evacuation Assembly Point.

ENROLLMENT INFORMATION

Enrolling families participate in a Program Orientation designed to assist them in a comfortable transition into our program. The process includes:

- Attending a program orientation led by an administrator to learn about program policies and procedures
- Completing all required enrollment paperwork
- Meeting with the classroom teacher to share information about the child and family and learn about the classroom staff and community
- Child and family visit in the classroom

PUBLICLY FUNDED CHILD CARE - PFCC (TITLE XX)

Little Buckeye Learning Center accepts children approved for full-time publicly funded childcare (PFCC) (formerly known as Title XX). Full-time PFCC provides each child with ten hours of care each workday. Below are additional guidelines regarding PFCC. Families receiving PFCC are expected to follow all guidelines provided in the Parent Handbook, along with the following additional requirements.

A. Arrival and Departure

Upon arrival and prior to departing each day, it is the responsibility of parents of children receiving PFCC to, in addition to Procure, check their child(ren) in/out on KinderConnect using the tablet at the front desk. This reports to the State of Ohio your child's attendance at Little Buckeye Learning Center and allows us to request payment for services provided. Therefore, Little Buckeye Learning

Center may deny entry to any child whose parent/responsible adult cannot check the child in for attendance when dropping the child off. Failure to complete a check-in/out using KinderConnect will also result in a Missed Check-In/Out fee (see Appendix A.)

B. Attendance

Childcare programs in Ohio must adhere to strict teacher-to-child ratios to ensure the safety of children. It is critical that parents pick-up and drop-off their child(ren) as close as possible to their agreed upon times so Little Buckeye Learning Center has appropriate staff on-site. Consistently missing your pick-up or drop-off time may be grounds to terminate your services.

As Little Buckeye Learning Center typically provides full-time childcare, enrolled families receiving full-time PFCC are approved for and expected to bring their child(ren) full-time: a minimum of 25 hours each week. Many aspects of your child's care are based upon this attendance: staff scheduling, food preparation, art supplies, etc. When a child misses a day of care, Little Buckeye Learning Center will use an absent day, if needed, to bring the child's total weekly attendance to at least 25 hours. This allows Little Buckeye Learning Center to receive payment from the state at a full-time rate. PFCC provides each child with 10 absent days for the first six months (January – June) and the last 6 months (July – December) of the year - 20 days per year in total. If a child does not attend 25 hours or more in a week and has no remaining absent days, the parent will be responsible for paying the difference between the normal, full-time rate paid by ODJFS and what was actually paid for that week by ODJFS.

Parents utilizing PFCC will be given designated hours for arrival and pick-up by ODJFS. These times must be followed as ODJFS will not pay for services provided outside of this timeframe. Failure to pick-up your child within your designated hours will result in an Excess Hours fee being charged (see Appendix A).

C. Co-Pays

Some families utilizing PFCC will have a Co-pay associated with their services. As with Tuition, Co-pays are charged weekly and payments are due before services are rendered. Payment can be made weekly, bi-weekly or monthly, but must always be paid in advance of services. Once a payment plan is chosen, it must be followed and cannot be changed without administrator approval. If a Co-pay is not paid on-time, a late fee will be assessed (see Appendix A).

- Weekly – Co-pays are due Friday for the following week. The latest that a Co-pay will be accepted and considered on-time is Monday before the child is dropped off. If Monday is a holiday – Tuesday is the last day for a Co-pay to be accepted and considered on-time. If your child does not attend on Monday – your payment is still expected to be made by 12:00 p.m. on Monday or a late fee will be charged.
- Bi-Weekly – Co-pays are due every other Friday for the coming two weeks. The latest that a Co-pay will be accepted and considered on-time is Monday before the child is dropped off. If Monday is a holiday – Tuesday is the last day that a Co-pay will be accepted and considered on-time. If your child does not attend on Monday – your payment is still expected to be made by 12:00 pm on Monday or a late fee will be charged.
- Monthly – payments for the next month are due on the last day of the current month. The latest that a Co-pay will be accepted and considered on-time is the first day of the month before the child is dropped off. If the first day of the month is a holiday – the second of the

month is the last day that a Co-pay will be accepted and considered on-time. If your child does not attend on the first day of the month – your payment is still expected to be made by 12:00 pm on the first day of the month or a late fee will be charged.

- Late accounts must be made current the next business day or children will not be allowed to attend the program until the account is current, including late payment fees.
- Co-pays can be paid by check, money order, Visa, MasterCard, and Discover. Cash payments are accepted, but discouraged. Cash payments can only be accepted by administrative staff and a receipt will be issued.
 - If two checks are returned for insufficient funds, all future payments must be made by credit card, debit card or cash. An Insufficient Funds Fee will be charged for each occurrence (see Appendix A).
 - Checks should be made out to Little Buckeye Learning Center.
- Full Co-pays are charged weekly, regardless of program closures or child absences.
- Non-payment of Co-pays and other fees is cause for termination of service.

FINANCIAL INFORMATION

Little Buckeye Learning Center is funded from tuition paid by families, the Ohio Department of Job and Family Services and the United States Department of Agriculture. Funding from all of these sources benefits all of Little Buckeye Learning Center’s families.

A. Tuition

- Tuition is charged based upon the age of the child(ren) attending the program. A current Tuition Schedule is located at Appendix A.
- If more than one child in a family is enrolled in Little Buckeye Learning Center, the oldest child receives a discount on their tuition (see Appendix A). Additional discounts, if applicable, are outlined in Appendix A.
- When a child is in transition to an older age group, the new tuition amount is not charged until the child begins full enrollment in the older group.
- Families meeting eligibility requirements may apply for funding through their county Department of Job and Family Services.

B. Payment

- Tuition is charged weekly and payments are due before services are rendered. Payment can be made weekly, bi-weekly or monthly, but must always be paid in advance of services. Once a payment plan is chosen, it must be followed and cannot be changed without administrator approval. If tuition is not paid on-time, a late fee will be assessed.
 - Weekly – payments are due Friday for the following week. The latest that tuition will be accepted and considered on-time is Monday before the child is dropped off. If Monday is a holiday – Tuesday is the last day for tuition to be accepted and considered on-time. If your child does not attend on Monday – your payment is still expected to be made by 12:00 pm on Monday or a late fee will be charged.
 - Bi-Weekly - payments are due every other Friday for the following two weeks. The latest that tuition will be accepted and considered on-time is Monday before the child is dropped off. If Monday is a holiday – Tuesday is the last day that tuition will be accepted and considered on-time. If your child does not attend on Monday –

your payment is still expected to be made by 12:00 pm on Monday or a late fee will be charged.

- Monthly – payments for the next month are due on the last day of the current month. The latest that tuition will be accepted and considered on-time is the first day of the month before the child is dropped off. If the first day of the month is a holiday – the second of the month is the last day that tuition will be accepted and considered on-time. If your child does not attend on the first day of the month – your payment is still expected to be made by 12:00 pm on the first day of the month or a late fee will be charged.
- Late accounts must be made current the next business day or children will not be allowed to attend the program until the account is current, including late payment fees.
- Tuition can be paid by Visa, MasterCard, Discover, check or money order. Cash payments are accepted but discouraged. Cash payments can only be accepted by administrative staff and a receipt will be issued.
 - If two checks are returned for insufficient funds, all future payments must be made by credit card, debit card or cash. An Insufficient Funds Fee will be charged for each occurrence (see Appendix A).
 - Checks should be made out to Little Buckeye Learning Center.
- Full tuition is charged weekly, regardless of program closures or child absences.
- Non-payment of tuition and fees is cause for termination of service.

C. Additional Fees

Fees for additional services will be charged as appropriate.

- Late Pick-Up – Little Buckeye Learning Center closes at 6 p.m. If you are going to be late picking up your child, please make every effort to call the center. If a child has not been picked up by 6 p.m., a late fee will be charged per Appendix A. This fee is per child and must be paid upon picking up the child. If the fee cannot be paid upon picking up the child, it must be paid before the child can return to the center.
- Transportation Fees – a fee will be charged per Appendix A for transporting school age children to and from their designated elementary school.
- Finder Fee – School-age children will be given an assigned pick-up location at their school where they will wait for the Little Buckeye Learning Center bus. The Little Buckeye Learning Center bus driver will take a name-to-face attendance when picking up the children from each school. The bus driver will attempt to find any child on the pick-up list that is not at the assigned location. A fee will be charged for this service (see Appendix A). Please call the center ahead of time if the child went home sick, had a medical appointment, or if someone else is picking up the child from school.

D. Withdrawal from Little Buckeye Learning Center

- Withdrawal requires a two-week written notice. Withdrawal forms are available in the office.
- Families are billed for childcare services during the two-week notice period and are responsible for full payment of the account.

SERVICE INFORMATION

A. Enrollment

A child is considered to be enrolled at Little Buckeye Learning Center only after the Registration fee has been received, the Center Director confirms the availability of space, all paperwork is received, and an enrollment meeting is completed. The required paperwork includes a basic enrollment package, a health information package, and a food program enrollment package. A medical form signed by a physician or certified nurse practitioner must be received within 30 days of admission.

Registration fees are not refundable.

Little Buckeye Learning Center's first commitment is to families that are currently being served. After a family is enrolled, siblings have priority for enrollment. Families should complete a waitlist application for a sibling as soon as a due date is known.

B. Waiting Lists

Due of the demand for high-quality childcare, we do, at times, have a waiting list. To be placed on our waiting list, a Waiting List Application must be completed and turned in to the Office. When a space becomes available, parents will be notified using the information on the Waiting List Application. Therefore, Waiting List Applications must stay updated with the most current contact information. Once available, a space will be held for two weeks only. During this time all enrollment activities must be completed. To remove a child's name from the waiting list, we ask for a written request.

C. Available Programs

Little Buckeye Learning Center offers full-time childcare services. Part-time childcare may be offered if space is available. However, a child attending only part-time will have the choice to begin attending full-time or lose their spot (with advance notice), when a family needing full-time care enrolls on a waiting list.

The Summer School-Age Program provides care for children who attended Kindergarten through 4th grade in the just-completed school year. Creative and educational activities are offered in a relaxed environment during the summer break from school.

D. Dates Closed

Little Buckeye Learning Center will be closed on the following days:

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Close at 3pm on New Year's Eve

If a holiday falls on Saturday, we will be closed on Friday
If a holiday falls on Sunday, we will be closed on Monday

If one of the above holidays falls on a Saturday, it normally is observed on the preceding Friday. If a holiday falls on a Sunday, it is normally observed on the following Monday.

In addition, Little Buckeye Learning Center will close a minimum of two days each year for staff professional development days. Families will be notified in advance of these dates.

Additional Closure Dates, if any, are listed in Appendix A.

Little Buckeye Learning Center will make every effort possible to open our doors/remain open following our normal operating hours during inclement weather. However, on rare occasions it may be necessary to close the center. Little Buckeye Learning Center will close during Level 3 Snow Emergencies and may close during Level 2 Snow Emergencies, at the Director's discretion. If circumstances should arise that may lead to a closure, watch television channels 6 (ABC – WSYX) and 28 (Fox – WTTE) for closing information.

E. School Delays/Cancellations

Little Buckeye Learning Center will operate a full-day program for school-age children when school is closed for vacations, delays or cancellations. If school is cancelled on short notice and the center does not have enough employees for coverage, the center will inform the parents as soon as possible, this will include days that the school is closed for any reason.

Additional charges for full-day, school-age care provided during the school year are listed in Appendix A.

Under no circumstances will school-age children be allowed to attend Little Buckeye Learning Center if they are sent home early, suspended or expelled from their school. During the school year, Little Buckeye Learning Center only provides care for school-age children before and after school and during school breaks (spring/summer/winter).

F. Vacations

The center must be notified of vacation dates at least two weeks in advance. Each non-PFCC child is granted one (1) week of tuition free vacation per year after 180 days of attendance. These days must be used one week at a time. If the child is on vacation for more than 5 business days, the normal tuition rate will be charged after those five days.

G. Transportation of Children

Before any child participates in either routine or field trip transportation, the center will obtain written permission from the parent or guardian.

- Routine - Little Buckeye Learning Center provides transportation on routine trips for school-age children going to and coming from school. This transportation will be on buses owned by Little Buckeye Learning Center, and a staff member with first aid, communicable disease

and CPR training will be present on the bus. Fees for Transportation Services can be found in Appendix A.

- Field Trips – Little Buckeye Learning Center will take periodic field trips. A staff member with first aid, communicable disease and CPR training will be present on the bus. Before departing the center, a count will be taken of all the children, and they will be marked on a separate attendance sheet specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all children have safely arrived. This process will be repeated upon leaving the destination and upon returning to the center. During the course of the field trip, each staff member will have specific children that they are responsible for supervising.

H. Photographs and Videos

Little Buckeye Learning Center reserves the right to use pictures and/or videos of children enrolled in the center, past and present, for advertising and/or internal purposes unless otherwise noted, in writing, by the parent.

I. Swimming Information

Swimming activities may be provided for school-age children during the summer. A lifeguard will be present at all times and a childcare staff member will also be actively supervising children. Parents will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance. The staff will be stationed around the pool, so they can see the bottom of the pool at all times. At each swim break all of the children must check in with staff members and be checked off on the field trip attendance report.

Younger children may be provided with water play opportunities at the center. These would include sprinklers and small wading pools (less than 18 inches deep). Parents will also be asked to sign a permission slip prior to children engaging in water play with standing water. Please remember to send bathing suites, towels, and sunscreen for your child. Sunscreen must have medication form filled out and signed. Do not send aerosol, canned sunscreen, only lotion. If your child burns easily, please include a lightweight t-shirt that they may wear during water play over their swimsuit.

J. Records Transfer

Records will be transferred to a new child care center/school at the parent's request. The child's parent/guardian must fill out, sign, and return to the office a Child Records Release/Transfer Form for each child transferring. Information required on the form includes child's name, name and address of the new center/school, and date of transfer. Only after completing all required information, signing, and returning this form to the office will Little Buckeye Learning Center have your consent to release and transfer your child's records.

K. Involuntary Withdrawal

The safety of the children in our care and our staff is paramount. Therefore, certain actions will result in immediate and permanent withdrawal from Little Buckeye Learning Center. Under these

circumstances all other guidelines will be bypassed. Examples of these actions include, but aren't limited to:

- Attempted or completed acts of physical assault, which either could or do result in bodily injury
- Attempts to set a fire
- Alcohol or drugs being brought into the center or being used
- Weapon possession
- Substantial property damage
- Behavior that puts one's own safety at risk
- Deliberately leaving the site or organized activity without supervision or permission

L. Termination of Services Policy

Little Buckeye Learning Center reserves the right to immediately terminate childcare services if any of the following occur:

- Parent/guardian fails to make delinquent account current within 5 business days;
- Child is absent from the program for three consecutive days without communication from the family;
- Non-payment for PFCC denied services;
- Parent or guardian is uncooperative, and conflict arises through the use of profanity, aggressive behavior or humiliation of any staff member;
- Little Buckeye Learning Center is not able to meet the needs of the child/family; or
- the center is not a good fit for any and/or all involved parties.

Re-enrollment after termination from the program is strictly at the discretion of the Center Director and Administrative staff at Little Buckeye Learning Center. Consideration will only be given if all tuition/fees/Co-pays are current or made current.

CENTER PARENT INFORMATION REQUIRED BY THE OHIO ADMINISTRATIVE CODE

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 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 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. 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 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. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity provider and employers.

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

Write or Call:
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>

This information must be provided to parents as required in Rule 5101:2-12-7 of the Ohio Administrative Code.

APPENDIX A

FINANCIAL INFORMATION

A. Discounts Offered

- Sibling Discount 10% off oldest child

B. Fees

- Non-refundable Application Fee\$50.00/child \$75.00/family
- Late Payment Fee\$30.00
- Late Pick-up Fee
 - First five minutes.....\$10.00
 - Every additional minute.....\$1.00
- Insufficient Funds Fee.....\$35.00
- Transportation Fee \$15.00

C. Additional Closure Dates

Little Buckeye Learning Center is closed for 2 in-service days each year.

These dates are subjective to the center’s Professional Development Day

Notice will be provided 2-4 weeks in advance

APPENDIX B

Nursing Mother Information

Little Buckeye Learning Center has set aside the following location for parents who are also nursing mothers:

- Nursing mothers may use the staff lounge to nurse their child. If more privacy is desired, an unused classroom or office will be made available. Please see the Center Director with any questions.

APPENDIX C

Smoke- and Tobacco-Free Policy Goals and Model Policies:

Goal 1: Program policies create environments for children that are free of secondhand and thirdhand smoke.

Topic	Model Policies
Smoke- and tobacco-free facility	<ul style="list-style-type: none"> ▪ Our program has become a [100%] smoke- and tobacco-free facility, effective [date]. This policy applies to both employees and parents/visitors and includes the use of cigarettes, cigars, snuff, chewing tobacco, and any other smoking or tobacco products (i.e., electronic delivery devices, hookah, e-cigarettes, pipes, vape pens, etc.).²⁰ ▪ The use of tobacco and other smoking products is prohibited: <ul style="list-style-type: none"> • Within all enclosed areas of the facility²⁰ • On all facility grounds, including playgrounds, parking lots, and personal vehicles parked on the facility's property <i>[except for the designated smoking area]</i>²⁰ • During field trips, walks, and all other off-site activities and functions²¹ • In facility-owned or leased vehicles and in employees' personal vehicles being used in the course of work²⁰ ▪ No smoking or tobacco paraphernalia is permitted in child care areas. Staff may store cigarettes and other smoking or tobacco paraphernalia in an area where it will not be accessible by or visible to children, such as a locker or office.²² ▪ <i>If applicable:</i> The designated smoking area is located out of children's sight and at least 25 feet away from all doors and windows.
Reducing exposure to thirdhand smoke	<ul style="list-style-type: none"> ▪ While performing job duties, employees who are exposed to secondhand smoke or who use tobacco at home will provide and wear clothing that has not been exposed to smoke or tobacco.²¹ ▪ Employees who choose to smoke or use tobacco products during work time will: <ul style="list-style-type: none"> • Leave the facility property to do so <i>[or do so only in the designated smoking area]</i>²⁰ • Cover their clothing and hair with items such as a coat and hat²⁰ • Remove any outer layers of clothing that have been exposed to secondhand smoke and wash their hands thoroughly upon reentering the facility²³
Employee resources	<ul style="list-style-type: none"> ▪ Employees who use tobacco at home are offered a referral to the Tobacco Quit Line (1-800-QUIT-NOW) as a resource for tobacco cessation.
Family engagement	<ul style="list-style-type: none"> ▪ Our program advocates for smoke- and tobacco-free environments for children while they are both inside and outside of our facility. We educate families about the harmful effects of secondhand and thirdhand smoke on infants and children and engage families in discussion about the importance of providing smoke- and tobacco-free environments for their children. ▪ Parents who are interested in tobacco cessation are provided a referral to the Tobacco Quit Line (1-800-QUIT-NOW).²¹

APPENDIX D

PANDEMIC POLICIES

FAMILY EXPECTATIONS:

Drop Off Procedures

Children may not attend while exhibiting any of the symptoms listed below
Temperature will be taken at drop off – temperatures above 100 degrees will not be allowed to attend
Hands must be washed or sanitized immediately upon arrival by everyone
Masks MUST BE WORN (over mouth and nose) while in the building by everyone
Parents / Guardians may not go past the lobby – children will be escorted by a staff member to their classroom

Pick Up Procedures

Masks MUST BE WORN (over mouth and nose) while in the building by everyone
Hands must be washed or sanitized immediately upon arrival by everyone
Parents / Guardians may not go past the lobby – children will be escorted by a staff member from their classroom to leave for the day

If a person has a temperature of one hundred degrees or higher or any of the symptoms listed below:

The center will immediately send the person home. The individual will not return to the center until he or she has been fever-free/symptom-free without the use of medication for at least twenty-four hours. When possible, children will be removed to isolate outside of the classroom. If not possible, children will be isolated outside of the recommended 6 feet from all other people until picked up.

If the person had known contact with someone confirmed or suspected to have COVID-19, the individual will not return to the center until isolation or quarantine protocols for COVID-19 are completed in coordination with the local health department or in compliance with the Ohio Department of Health (ODH) and United States Center for Disease Control and Prevention (CDC) guidelines.

Symptoms

Chills • New uncontrolled cough (for children with chronic allergic/asthmatic cough, a change in their cough from baseline) • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • New onset severe headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea • Persistent pain or pressure in the chest • New confusion • Inability to wake or stay awake • Bluish lips or face

APPENDIX E

American with Disabilities Act Policy

Administration of Medications

The ADA may require that a day care program give medications to children with disabilities, in some circumstances, in order to make reasonable accommodations to enable such children be able to attend the program. The practical ramification of the ADA in State of Ohio is that day care providers should be prepared to obtain, in a timely fashion, the required training in order to administer at least certain basic types of medications if required by children with disabilities where such administration will enable the child to attend the day care program. If a provider would be in violation of the ADA by refusing to administer medication to a child with a disability, and either has such children already in the program or parents or guardians seek to enroll such children, the provider must take steps in a timely manner to become authorized to administer medications in accordance with ODJFS regulations, modify its health care plan with the approval of a health care consultant to provide for the administration of medications, and administer any medication required by the ADA. If it is determined that a provider must enroll children with disabilities and must administer medications to children to be in compliance with the ADA, then the provider must enroll children within the same time frame the provider would enroll children without a disability. If there is a waiting list for all children and children with disabilities seek to enroll, the provider must begin to take the necessary steps to become authorized to administer medications so the provider can administer medications as soon as the children are enrolled in the program. A provider may not place children with disabilities on a waiting list simply because the children have disabilities. A provider also may not advise a parent that the provider must wait to enroll a child with a disability simply because the provider has not completed the process to be authorized to administer medications. The provider must enroll a child with a disability as soon as a place for the child is open. This may force a provider to accept a child with a disability into the program without being legally able to administer the child's medication under Ohio State law. If this situation occurs, the provider and the parent or guardian must meet and put together a written plan of how the child's medication will be provided while the provider becomes authorized to administer medications. In no way does this plan allow the provider or any other individual working for or with the provider, who is not already legally able to administer medications to a child, to administer medications to a child with a disability while the provider pursues authorization to administer medications. When developing the necessary plan to maintain a minimal capacity to meet the needs of any child with a disability currently or potentially served by the program, the number of staff authorized to administer medications need only reflect the ability to respond to these limited medication needs. However, the staffing does need to be sufficient to cover all shifts of care offered by the program where medications would have to be administered. ODJFS recommends that providers who have opted not to administer medications have a detailed plan in place on how they plan to comply with the ADA should the situation arise where they must administer medications to comply with the ADA. That plan should include familiarity with the steps necessary to become authorized to administer medications and who the provider would contact to begin the process to become authorized to administer medications. The plan should also include some ideas on how a child with a disability, if enrolled before the provider is authorized to administer medications, will receive medications during the time the provider becomes authorized to administer medications. If a provider is or becomes authorized to administer medications so that he/she may administer medications to a child with a disability in the program in order to 44 comply with the ADA, the program may decide whether it will or will not also administer medications to other children in the program who do not have a disability. Providers do not have to administer medications, even though they are authorized by ODJFS to do so, to any children who do not have a disability. Finally, all day care programs that already serve a child with a disability or that have a child with a disability seek enrollment in the program should be authorized to administer medications in the State of Ohio in the manner specified in the ODJFS

regulations.

Administering Care to Children with Disabilities

The basic requirement of the ADA is that places of public accommodation may not discriminate against children with disabilities unless the presence of such children would: (1) pose a direct threat to the health or safety of others; or (2) require a fundamental alteration in the nature of the program. Programs that are subject to the ADA must make reasonable accommodations to enable children with disabilities to participate in the program. All regulated day care programs, including those operated out of a family home or residence, fall within the ADA's definition of a public accommodation except for day care programs operated by religious entities. In this context, "reasonable accommodations" are modifications to policies and practices that do not constitute a fundamental alteration of the program. Determining exactly what constitutes a reasonable accommodation and at what point the accommodation becomes a fundamental alteration of the program must be evaluated and resolved on a case-by-case basis. There are, however, some general principles and standards that apply to all ADA situations.

Individualized Assessments

When a parent seeks admission of a child with disabilities to a day care program or wishes to keep a child with disabilities in a day care program, the day care provider must make an individualized assessment of the needs of that child and determine whether the child can be accommodated in the day care program without making fundamental alterations in the program. Day care programs cannot establish uniform policies that they will not accept children with disabilities or even that they will not accept children with certain specified disabilities; each situation must be individually assessed to review all the various factors before a decision on whether or not to accept the child with a disability into the program is made.

Fundamental Alteration

To determine whether accepting a child with a disability will constitute a fundamental alteration of the program, the program must analyze the nature and cost of any changes to the program's policies and practices that would be necessary to accommodate the child. Cost, although not the only factor, is one factor to consider in determining whether accommodating a child with a disability would constitute a fundamental alteration of the program. If the assessment is that the child cannot be accommodated without a fundamental alteration of the program, the provider should discuss the matter with the parent and explain the rationale for being unable to accept the child.

Direct Threats

The ADA does not require that a day care program accept a child who poses a direct threat to the health or safety of others into the day care program. In addition, if the public accommodation needed to accept the child with a disability into the day care program poses a significant risk to the health and safety of others and there is no other reasonable accommodation that could be made to eliminate that health and safety risk, then the day care program does not have to accept the child with a disability into the day care program. The determination of whether a particular child poses a direct threat to others must be based on an individualized assessment; a day care program may not categorize certain types of disabilities as automatically constituting a direct threat to others. Conditions posing a direct threat may include diseases that are actively infectious or that are communicable through the sort of incidental contact that would commonly occur in day care settings. Providers may ask parents or medical professionals for relevant information where the child may have such a condition in order to properly assess whether the condition poses a direct threat to

others. Children with HIV or AIDS cannot be excluded on the basis that they pose a direct threat to others. HIV and AIDS cannot be easily transmitted through the kinds of incidental contact that commonly occur in day care programs and as such do not pose a direct threat to the health or safety of others.

Parent Acknowledgement of Little Buckeye Learning Center's Rules and Procedures

Parents, after reading the parent handbook, please sign and return this page to the administrator. This form confirms that you have read and reviewed Little Buckeye Learning Center's parent handbook. If you have any additional questions regarding the parent handbook, please feel free to ask the administrator.

I acknowledge that I have received a copy of Little Buckeye Learning Center's parent handbook, I have read the handbook, and I have had key policies and procedures reviewed with me. I agree to follow all the rules, policies, and procedures outlined in the parent handbook.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

