



PARENT HANDBOOK

Exploring Excellence Learning Center LLC

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Hours of operation: Monday-Friday 6am-6pm

Closed Weekends and Major Holidays

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Welcome to Exploring Excellence Learning Center Corp.

This parent handbook is designed to familiarize you with our policies and procedures, as well as to open the doors of constant communication and understanding concerning your child's growth and development.

Please review the policies outlined here, and feel free to direct any questions and/or comments to our center administrator.

Director Name: Ebony Blye

Exploring Excellence Learning Center Corp. is licensed for operation for the care of infants, toddlers, preschoolers, and school-age children.

Nondiscrimination Exploring Excellence Learning Center Corp. do not discriminate upon the basis of race, color, religion, sex, or national origin.

Thank you for choosing EELC as your childcare provider.

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.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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

Our Philosophy

Our philosophy at EELC is to provide an environment where children understand that it is okay to be different. It is ok to not understand things and to feel confident that we are here to guide them for the future. We will provide love, safety, health, nutrition, guidance and more.

Our Goal

Our goal is to educate children through play and prepare them for a higher education. We will teach children based on the Creative Curriculum teaching strategies. We have professional staff who are trained in the area of education and child development. Our staff have a passion for educating and working with children. We will strive to teach children how to be safe. We will teach children about diversity, health and how to be physically active. In addition, our daily routine will include activities that will help develop fine and gross motor skills, social and emotional skills, teach self-regulation and much more. Our equipment is conducive to learning and development.

We understand that a parent/guardian is a child's first teacher. We include our families in, events and education plans. We want you to be a part of your child's learning experience. We will work as a team to create the best future for your child.

Curriculum

Ages 0- 5 years old are the most critical ages for learning and development. The growth and development of your child is moving at a fast pace. During these years, your child is structuring their academic, social and emotional, motor skills and most importantly, self-regulation. Your child will develop skills that they will need in a contemporary future.

Exploring Excellence offers an education program that teaches your child through play, helps build self-esteem, strengthens social and emotional skills and more. We promise to prepare your child for kindergarten.

Exploring Excellence Learning Center is an education center that offers an education program for children ages 0-12 years. We utilize the Creative Curriculum Teaching Strategies.

Formal Assessments are done quarterly on every child and discussed with the parents.

Creative Curriculum teaching Strategies

Who they are: Teaching Strategies partners with early childhood educators by providing innovative, effective resources that empower and inspire them as they teach and care for our youngest learners during the critical, formative years from birth through fourth grade. We are committed to advancing the field of early childhood education through high-quality, integrated resources; responsive, ongoing support; and research-based, research-proven solutions that enable every early childhood educator to open doors to lifelong learning.

Their core values:

Our Values

At Teaching Strategies, our five core values reflect what we believe in and drive everything we do.

Innovative: We incorporate the latest research into a fresh approach to teaching and learning that is both practical and cutting-edge.

Responsive: We plan our products and services to address the day-to-day realities of today's educators.

Collaborative: We work together across many disciplines to create comprehensive solutions for early childhood programs.

Respectful: We deeply respect our colleagues in the field by creating resources that support their professional and individual growth and recognize the important role they play in children's lives.

Ethical: We are a socially conscious company that conducts business with personal and professional integrity

Exploring Excellence Learning Center Mission & Core Values

Our Mission: Our mission is to educate children through play. We will teach children based on the Creative Curriculum Teaching Strategies. We will create lesson plans that include research-based material and includes the child's and family's interest. We will teach children useful things that they can carry into their future. We will work closely with families to make the best learning experience for their child.

We plan to partner with other education programs so that we can provide the most effective education plan for each child that is enrolled into our program. We also plan to partner with companies so that we have indoor/outdoor equipment that is conducive to learning and development. In addition, we plan to partner with grocery stores in the community so that we can provide children with healthy and nutritional meals.

We will work closely with families and the community so that we can work together to help children be successful, to make sure that they are in a safe and healthy environment. Also, we plan to work with local businesses to ensure that children and families have the resources they need in order to be successful.

Our Core Values

Safety and Health: To protect children and their families. To make sure they are practicing healthy habits, including healthy eating and daily exercise.

Equality: To treat each child/family equally and to be unbiased. To serve a diverse community and include duo language speaking people, disabled, low-income families and more.

Support: To provide children and their families with resources that can help them become successful in the future.

Family: To make everyone we serve feel welcomed and understand that we are all in this to build up the children of the future.

Inclusion: To work with children who are non-verbal, disabled, etc. and willing to make accommodations as needed.

Admissions

Your child is considered enrolled in the program after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received, reviewed and approved by the administrator. This includes:

- Child Enrollment Form- JFS 1234 (State form)
- Immunization Record-JFS 01305 (State Form) (up to 30 days to submit)
- Basic Infant Information Form-JFS01218 (State form)
- Permission to Administer Medication- JFS 1217 (State Form) if needed
- Permission to Transport- HCJFS 3019 (State form)
- Family Information Form-JFS 01511 (State Form)
- Permission to Photograph (center Form)
- Parent Handbook (center form signed that you received a copy)

Any changes to this information must be communicated to the Administrator immediately so the current information is always on file. This is for the safety of your child.

Hours and days of Operation-

Monday – Friday 6:00am – 6:00pm Center cut off times 9:00am

Closed Weekends and Major Holidays

Closed on the following Holidays: New Year's Eve (close at 4pm), New Year's Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving, and the day after Thanksgiving (Friday), Christmas Day and the day after Christmas

Staff/Child Ratios and Maximum Group Size

Exploring Excellence Learning Center Corp. will not exceed the following state required ratios:

Infant's: Younger Infant's (Birth - 18 months) 1:4 or 2:8 or 3:10

Older Infant's (12months - 18months) 1:5 or 2:10

Toddler's: Younger Toddler (18 months – 30months 2.5yrs old) 1:6 or 2:12

Older Toddler (2.5yrs old – 3yrs old) 1:7 or 2:14

Preschooler's: Younger Preschoolers (36 to <48 months) 1:10 or 2:20

Older Preschoolers (48 months to <school-age) 1:13 or 2:26

School ager's: (K – 12 yrs. Old) 1:15 or 2:30

Daily Schedule

Infant/Toddler

6:00am-8:15am.... Arrival, health check, wash hands, free play

8:15am-9:00am..... Wash hands, Family style Breakfast **(Cut off time 9am)**

9:00am- 9:30am.... Bathroom/ Diaper changing

9:30am-10:00am.... Large muscle/ Outside Play

10:00am- 11:30am.... Hand washing, Circle Time, Gross motor play, Centers

11:30am- 12:00pm.... Hand washing, Family style Lunch

12:00pm- 2:00pm.... Nap Time/ Quiet Time

2:00pm- 2:30pm.... Diaper changing/ Hand washing

2:30pm-3:00pm.... Family Style Snack time

3:00pm-6:00pm.... Story Time/ Gross motor play/ Music/ Departure

Preschool/Pre-K

6:00am -8:15am... Arrival/ Health check/ Hand washing / Table work

8:15am-9:00am... Hand washing / Family style Breakfast **(Cut off time 9am)**

9:00am-10:00am... Bathroom/ Free Play/ Clean up

10:00am-10:30am... Large muscle/ Outside Play (Preschool)

10:30am-11:00am... Large muscle/ Outside Play (Pre-K)

10:30am- 11:30am... Group Time / Hand washing

11:30am-12:00pm... Family Style Lunch

12:00pm-12:30pm... Bathroom/ Brushing Teeth

12:30pm- 3:00pm... Nap /Quiet Time

3:00pm-4:00pm... Hand washing / Bathroom/ Family Style Snack

4:00pm-6:00pm... Story Time/ Table work/ Departure

School age Before/ After School Schedule

6:00am-8:15am..... Arrival, health checks, Hand washing

8:15am-3:00pm..... Departure for school day.

3:00pm-4:00pm..... Hand washing/ Family Style Snack / Clean up

4:00pm-5:00pm..... Seat Work (Homework)

5:00pm-6:00pm.... Free choice/ Quiet Time/ Departure

School age Summer Schedule

6:00am-8:15am.... Arrival, Health Checks, Hand washing

8:15am-9:00am..... Hand washing/ Family Style Breakfast **(Cut off 9am)**

9:00am-2:00pm.... Field Trip outing/ Bathroom break/ Family Style Lunch

2:00pm-3:00pm.... Return to center/ Hand washing/ Quiet Time

3:00pm-4:00pm.... Family Style Snack/ Cleanup/ Seat Work

4:00pm-6:00pm.... Outside Play/ Large muscle/ Departure

Family Style Meals Served

Breakfast: 8:30am- 9:00am

Lunch: 11:30am – 12:00pm

PM Snack: 3:00pm – 4:00pm

All meals are catered by **UMC Food Ministry** and served Family Style. Please read attached documents for more information and documents needed to sign up. The meal schedule may vary day to day depending on the needs of the children enrolled. All food items will be provided for all age groups. Gerber milk for infants. If a child has a dietary restriction please let the administrator know right away, then we can set up something for you to bring your child's food items into the center and make sure we store them properly. If the parent forgets to bring in the child's food for that day. The center will provide an alternate option for that day.

Arrival/Departure:

Parents are required to bring their children into the building and sign their child in and out on the TAP system. **Cut off time is 9:00am**. Any special messages, medications, special pickup notes, etc. are to be given directly to the teacher. Children may not be dropped off at the entrance of the building for them to enter the building alone. Nor can a parent or staff send any child outside alone to a parent's car. Staff must be made aware of each child's presence before the parent departs. At the time of pick up/drop off parents are asked to make verbal contact with their child's teacher so that he/she is aware that the child has been picked up/drop off. Parents are responsible for the supervision of their child before sign-in and after signing them out.

Releasing Children to Someone Other than the Parent:

If you use a backup person to come for your child, they must be 18 years old or older. Please call the center in advance and the administrator will instruct this person to show the staff their photo identification upon arrival.

Releasing Children According to Custody Agreement:

If there is a custody order in place by the courts, the Administrator will need to be informed of this matter with a copy of the court document. We will follow all court ordered documents

Follow up when Children Scheduled to Arrive from Other programs/Activities Do Not Arrive:

If a child is scheduled to be transported by another childcare, I will need that information in writing with a signed form stating that if for any reason that childcare couldn't be transported, that you would be responsible for your child getting to the center. If for any reason the child does not arrive from another center in a timely manner, I will call the parent to let them know, also call the childcare center. To make accommodations for the child to get transported to the center.

Field trips/Transportation of Children:

The center will not transport children in emergency situations. If a child requires transportation due to an emergency the parent or the emergency squad will be contacted. If you have requested that your child NOT be transported to the hospital in case of an emergency the parent must submit in writing to the center on what to do with the child when they are in need of medical attention, the letter will be placed inside the child files.

The center will be providing transportation to and from school, transportation to another location or home, and planned field trips. Parents will be given a routine transportation form that the parent will need to complete before your child is transported to any location. There will be a trained staff member with First aid/CPR that will be present in the vehicle.

All field trips will be done with the center's vehicle. For all field trips parents will be given a field trip permission slip to sign stating where your child will be going along with the estimated departure time/return time and transporting arrangements.

Safety Policy

- No child shall ever be left alone or unsupervised. The policy governing arrival and departure of children assures that a childcare staff member is aware of each child's presence at the center.
- There is always immediate access to a telephone within the building. Monthly fire drills are conducted and exit plans are posted in each area of the building in the event of a fire or emergency weather alerts.
- First Aid kits are located in each classroom. Staff members are trained in First Aid, CPR, Communicable Diseases, and Child Abuse recognition is always present in the building. The Administrator and each employee of the Exploring Excellence Learning Center is required by state law to report any suspicion of abuse or neglect to the proper authorities.
- Use of aerosol sprays shall be prohibited when children are in attendance in the center.
- In the event of an emergency the administrator and staff members will continue the program unless the center is out of ratio. Then the center will close early, and the administrator will call parents to pick their child up early.

Child Abuse Reporting: All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

Swimming Information: Water activities will be provided for school-age children during the summer. We will take the children to the local water park, not a swimming pool. Parents will be provided with permission slips ahead of time which will need to be signed. Even though your child will not be in an actual swimming pool parents are still required to sign a permission slip to be at the water park. Please remember to send bathing suits, towels, and sunscreen for your children. Sunscreen must also have a medication form completed for if your child burns easily. Please include a lightweight T-shirt that they may wear over their swimsuit.

Absent Days: If for any reason your child will be absent, please contact the center to let us know. Childcare fee/Absent Day payment is still due when your child is absent for a day or the week there is no discount with your payment because your child was absent so please make sure your child attends the center on a regular basis. If your child is absent for more than 2 weeks and no one has contacted the administrator on when your child will return the administrator will withdraw your child from the program. If a family is receiving childcare voucher ODJFS only pays for 10 absent days every 6 months. If your child uses up all their absent days before the 6 months has ended the parent is responsible for paying out of pocket for that absent day. You will be charged \$90.00 a week that must be paid the following Monday when your child returns. If your fee is not paid on Monday, your child will not be able to return until the absent day fee is paid in full. So please make sure your child attends Childcare on a regular basis. If there is a health-related reason that your child can not attend the center on a regular basis, please make the administrator aware of this at the time of registration.

Discount/ Student Vacation Policy: EELC do offer multiple children registration discounts. Employee discounts, and field trip fee discounts, to learn more about these discounts please ask the administrator. When your child will be out on vacation please let the center know immediately, your fee will still be due to reserve your child spot.

Tuition /Fees and Payment Policies

Zoo Babies (Infants)- \$275(full Time) / \$177 (part time)

Tiny Toddlers (Toddlers)- \$241(full time)/ \$142 (part time)

Excellent Preschoolers -\$207(full time)/ \$90 (part time)

Exploring School-agers- \$109(full time)/ \$80(part time)

Summer School-agers-\$ 189(full time)/ \$123(part time)

Registration Fee: non-refundable registration fee of \$10.00 is due at the time of enrollment. This fee is for each child being enrolled. A child is not considered enrolled until registration fee is received. We do offer multiple child discounts for registration fee.

Childcare fees/tuition are due every Monday at drop off/pickup **NO EXCEPTION!!!** If your account is not paid in full by Tuesday, your child can not return on Wednesday until your account is paid in full or payment arrangements have been made with the administrator. If your child is on the transportation list, he/she will not be picked up from school by Exploring Excellence Learning Center on Wednesday.

If your child is enrolled for full time hours, they must attend at least 25hrs a week or they will be bumped down to part time hours and your space will be given to a family that really needs full time hours. If your child attends part time they must attend at least 8hrs a week for your child to remain enrolled.

All money orders are to be made payable to: Exploring Excellence Learning Center Corp. Tuition should be placed inside a fee box located on the wall next to the office or paid by credit card on the payment machine. **Exploring Excellence Learning Center does not accept personal checks.** The center tax ID number is available upon request.

Delinquent Accounts: All accounts have to be paid in full every Monday if for some reason a parent needs extra time to pay on their account they will need to make arrangements with the administrator and they have until Friday of that week unless, they have made prior arrangements with the administrator if not then it will be a \$5.00 per day charge for a maximum of 2 days. After that your child will be withdrawn from the program

Late Pick-up Charges: If a parent realizes that circumstances beyond their control are going to delay them from picking up your child on time please make arrangements for someone to pick your child up from daycare. Children must be picked up from the center by closing time. If you have no one to pick your child up, please call the center to let the staff know on duty that you will be late getting your child. You will be charged a late fee of **\$20.00 for the first 15 min. and a \$1.00 each min per child.** If no one has contacted the center stating, they will be late picking up your child or the staff cannot contact anyone from your emergency contact by 7:00pm. We reserve the right to notify the Police and Child Protective Services. All late fees are due by the end of the week (Friday) If your late fees are not paid on Friday your child will not be able to attend daycare on Monday If your child is on transportation they will not be picked up from school on Monday. Please remember our staff are anxious to get home on time to their families as well.

Trial Period: The first two weeks of your child's enrollment are on a trial basis. During those first two weeks either parent or administrator may terminate this agreement at a moment's notice.

Withdrawals: Parents wishing to withdrawal their children from Exploring Excellence Learning Center may do so at any time. We do require a two- week written notice. If the center decides they can no longer provide care for your family, we will also provide you with a two-week written notice. Examples of why EELC would terminate your child's care include: (but are not limited to)

- #1 Failure of parents to pay fees.
- #2 Failure to complete and sign any required forms.
- #3 Lack of parental cooperation.
- #4 Failure of a child to adjust after a reasonable amount of time.
- #5 the center's inability to meet the child ' s needs.
- #6 Gross misconduct on the part of the parent or child.
- #7 unruly or misconduct by either parent or child.

Supervision and Child Guidance:

Children will always be supervised within my sight or hearing. Children will be treated with love and respect.

Exploring Excellence Learning Center Corp. staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center. If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101: 2-12-22 OAC.

Personal Items:

All personal items will need to be kept at home. Exploring Excellence Learning Center is not responsible for any items that may be broken, lost, or stolen. We will not replace any personal items.

Inclement Weather:

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time at 6:00am. If circumstances should arise, and EELC needs to close or be on a delay to open for any reason EELC will send out phone calls, texts and emails to all parents concerning closing information so please make sure you always have an updated number on file. Also check the local news stations FOX 19 and WKRC 12 for closings and delays.

School Delays/Cancellations:

Our program will operate a full day program for school-agers when school is closed for in-service training or school closure. If the center is closed or delayed due to weather, parents can get updates from your local news channels, the center will send out phone calls, text, and emails. If the center will need to close due to no water, no heat, or power outage, we will notify all parents to pick their child up immediately by phone call, text, or email. If the center will be closed due to staff training, parents will be given a flyer. It will also be posted by the swipe machine and the parent information station.

OUTSIDE PLAY:

Children will play outside every chance we get. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, mittens, and boots in the wintertime. Each child should have on gym shoes for safety purposes in the summer. Children will not play outside when there is threatening weather, temperature is below 20 degrees, above 90 degrees (wind chill and heat index factored in), raining, or ozone warnings. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as dancing and exercising. Please send your child in play clothes. We have lots of fun outdoors and do not want to worry about grass stains in our new clothes.

Parent Participation:

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for childcare during hours of operation. Parents may wish to attend field trips, class parties, special luncheons, fundraiser commits, volunteering, and Step Up to Quality requirements for parents or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If any parent has a concern with the services they are receiving from Exploring Excellence Learning Center, please bring any problems to the administrator's attention so they can address them immediately. As the owner my job is to make sure my staff and I are providing the best service to you and your child. I also have a comment/ suggestion box next to the sign in station, please feel free to fill out the form and leave it in the box. Or contact HCJFS 513-946-1800. It is recommended that the following chain of command, be used until an answer or solution is found.

1. Child's teacher
2. Administrator
3. Director

Employees with concerns are asked to follow the same chain of command, starting with the Administrator.

Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realize that you trust us with your little ones, and we want our relationship to be a good one.

Parent Group

We will have a parent group where we will be conducting monthly meetings, create events and more. Every parent is asked to participate if possible.

Parent /Teacher Conferences

All teachers will conduct parent/ teachers conferences every six months to discuss your child and their progress. If you feel you need to meet in between, please set up a day and time with your child's teacher to meet.

Parent Responsibilities

Listed below are areas in which we always require active parent involvement in order to offer your child the best possible care.

- **Maintain Current Files:** It is the responsibility of each parent to maintain current and accurate emergency contact information, as well as update each child's medical file annually.
- **Child's Pick Up:** Children must be picked up from the center by closing time. When a child is left at the center past closing, a fee will be assessed. \$20 plus a \$1 per minute per child. If a child is left at the center for over an hour after closing, we reserve the right to notify the Police and Child Protection Services.
- **Child's Needs:** Please Communicate each child's needs to the Lead Teacher. This includes but not limited to, allergies, changes in behavior, and illnesses.
- **Medical Insurance:** We do not pay any medical expenses for any child, including but not limited to, accidents and/ or illnesses children may have at the center. It is the responsibility of the parent / guardian to provide health coverage. Normal childhood related accidents might happen at the childcare facility including falling, bumping into objects, tripping, etc. we shall not be responsible for medical expenses resulting from these types of incidents. It is the policy of the center to screen the classrooms for potential hazards as well as maintain a clean and safe environment. Even with all the safeguards in place, children can still have accidents. Parents will be notified by the center administrator immediately following a serious accident and the administrator will advise if a visit to the hospital is recommended.
- **Hospital Transportation Policy:** If the center is unable to reach a parent if their child has had an accident or is ill, the center may send the child to the hospital by ambulance. This includes but not limited to; temperatures over 101 degrees, any head injury, broken or sprained limbs, uncontrollable asthma, wheezing or difficulties breathing and other related symptoms. If it is necessary to transport a child to a hospital by ambulance, one staff member from the center will ride along if the parent does not make it to the center in time. In the event the parent does not arrive at the center in time to ride with the ambulance, then the parent must arrive at the attending hospital no later than 15 minutes after the child and staff member has arrived.
- **Emergency Transportation Policy:**

If you have requested that your child not be transported to the hospital in case of an emergency the parent must submit in writing to the center on what to do with the child when they are in need of medical attention. That letter will be placed in the child files. If you state on the form that you will come and transport your child to the emergency room, you will have 30 mins to transport your own child

to the hospital. If the parent is not at the center within 30 mins. the Center will then call 911 to come transport your child to the hospital

Management of Illness

Physicals and Immunizations:

Each child must have a current physical and immunization record on file. The physical on file must be updated at least annually; immunization records must be updated whenever a new immunization is received. Updated immunization records and physicals may be faxed directly from your healthcare provider.

Exploring Excellence Learning Center Corp. provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first childcare experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the center. They will be sent home! Please also plan to have a backup care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F - in combination with any other signs of illness
- Diarrhea (more than two abnormally loose stool within a 24-hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots, or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The mat or any linen used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door and sign on the parent information board if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Medications:

The center will administer medications to a child only after the parent completes a Request for Medication form- JFS 1217. All proper sections must be completed, and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's book bag. The only exception to this requirement is for school-age children that require the immediate use of an inhaler for a medical condition. School-agers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are always permitting their child to have access to the inhaler. The child must always keep the inhaler on them ; it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container with the child's information and will be administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

Infant Care:

Infant Supplies:

The Center will provide all supplies for infants. Gerber formula, Baby food, Diapers, and Wipes.

Parents will need to provide 3 pairs of change of clothes in case of any accidents while at the center, and any pacifiers the infant may need.

INFANT FORMULA AND BABY FOOD

Infant formula and baby food will be provided for your child. (Gerber formula)
If your child drinks breast milk or you would like to provide the formula for your child due to health-related issues, there are a few extra steps that you will need to follow.

- Please make sure your child has made the transition to a bottle prior to their first day at daycare.
- Please send more than enough breast milk each day. (4-6 bottles a day)
- All breast milk should come in tightly sealed bottles.
- Bottles must be packaged in a spill proof zipped bag. Labeled with the child's name, date of birth, today's date, day the breast milk was pumped.
- All pre made bottles will be stored in a refrigerator in the child's classroom.
- Protective gloves will be worn by anyone handling breast milk.
- All breast milk/supply bottles will be sent home with you each evening.

Breast Feeding

Breast feeding locations will be in the infant room, corner in the rocking chair available. We also have available space in the Administrator's office.

DIAPERING

The diapering surface is waterproof and free of cracks. Disposable paper cover and non-latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. **Diapers are changed immediately when wet or soiled. But checked every 2 hours also.** Creams, ointments, and powders are used when the parent supplies it and medication form filled out.

HAND WASHING- Is done on a consistent basis, throughout the day, by the children and Staff members.

REST TIME

Infants nap at varying times throughout the day. We have rest time each afternoon between the hours of 12:00p.m. and 3:00p.m. Children are not required to fall asleep, but many do. Please understand that no child can be excluded from rest time. Children awaken early and have a very active day. Quiet activities are provided for those that choose not to sleep or wake early from rest time. Cots are provided for the children, as well as travel cribs for those that still require them. Blankets are provided for children 12months and up. sleep companions may be brought for rest time if needed. If you arrive during rest time, please quietly enter the room and try not to disturb the other children.

INFANT SLEEP ARRANGEMENTS

State Child Care Regulations state that all infants must sleep on their back. No wedges or blankets may be used to prop the child. All recommendations by the SIDS ***Back to Sleep Program (see Attached Documents)*** are followed when caring for a sleeping infant. Please remember, your infant does need tummy time to strengthen their arms and back while awake. Back positioning is recommended for sleeping only. Infants are placed on their backs in their crib that's labeled with their name.

Accidents/Emergencies:

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is located at the St. Leo's church lower level. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and CPR. If the injury/illness would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents of the child or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 2 business days of the incident.

Questions/ Concerns:

If there are any questions or concerns please follow the chain of commands, and there is a comment/ suggestion box located by the parent board. Call the administrator at 513-873-8728 Monday- Friday 6am-6pm.

**Every week in Ohio...
3 babies die in unsafe
sleep environments.**



Follow the ABCs of Safe Sleep

Alone. Back. Crib.

Every Baby. Every Sleep.

www.SafeSleep.Ohio.gov

Ohio | Department
of Health





United States Department of Agriculture



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To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:
(202) 690-7442; or

email:
program.intake@usda.gov.

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Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf o en cualquier oficina del USDA o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (866) 632-9992. Envíe su formulario o carta completos al USDA por

correo:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:
(202) 690-7442; o

correo electrónico:
program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.

Building for the Future

This child care receives
Federal cash assistance to
serve healthy meals to your children.
Good nutrition today means
a stronger tomorrow!

Meals served here must meet
nutrition requirements established by USDA's
Child and Adult Care Food Program.

Questions? Concerns?

Call USDA toll free: **1-866-USDA CND**
(1-866-873-2263)

Visit USDA's website: **www.fns.usda.gov/cnd**



United States Department of Agriculture
Food and Nutrition Service
FNS-317
June 2000
Revised June 2001

USDA is an equal opportunity provider and employer.

What Do I Bring to My First Visit?

- ♥ Proof of income (current pay stubs, approval letter for Healthy Start, Ohio Works First, Food Stamps or current Medicaid card)
- ♥ Proof of address (utility or credit bill, or Ohio driver's license)
- ♥ Proof of identity for you and any other applicants (birth certificate, driver's license, Medicaid card, crib card or shot record)
- ♥ All family members applying for WIC services
- ♥ If pregnant, a doctor's statement showing due date
- ♥ Children's shot records



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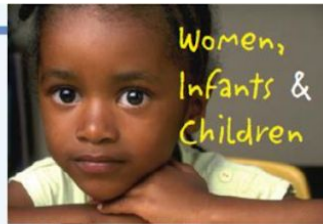
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Healthy **Ohio**
The State of Living Well.



The mission of the WIC program is to improve the health status and prevent health problems among Ohio's at-risk women, infants and children.

Visit our Web site: <http://www.ohio.wic.gov>



What is WIC?

WIC is a nutrition education program. WIC provides nutritious foods that promote good health for pregnant women, women who just had a baby, breastfeeding moms, infants and children up to age 5.



What Does WIC Provide?

- ♥ Nutrition education and support
- ♥ Breastfeeding education and support
- ♥ Referral for health care
- ♥ Immunization screening and referral
- ♥ Supplemental foods such as:

- Cereal
- Eggs
- Milk
- Whole-grain foods
- Fruits and Vegetables
- Infant formula



Who is Eligible for WIC?

Women who are pregnant, breastfeeding or have a baby less than 6 months old, and infants and children up to 5 years old are eligible to apply for WIC. Fathers are welcome to apply for WIC for their children up to age 5.

To qualify for services you must:

- ♥ Live in Ohio
- ♥ Meet WIC income guidelines
- ♥ Have certain nutritional or health risks



How Do I Apply?

Make an appointment

Call your local clinic to schedule an appointment to meet with a WIC staff member or call 1-800-755-GROW (4769) for locations and more information.

See if you qualify

All it takes is a visit to your local WIC clinic to see if you qualify for services.



Receive WIC coupons

If you are eligible, you will receive coupons to buy healthy foods at local WIC-approved grocery stores.

