



CREATIVE LEARNING CENTERS

2020

**Parent Handbook
Of
Policies and Procedures**

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II. WELCOME TO KID WORKS CREATIVE LEARNING CENTERS



Dear Incoming Families,

Welcome to the Kid Works Family!

We appreciate the trust you've placed in us to care for and instruct your children and will endeavor to provide the safest, highest quality facilities, instructors, and materials possible.

At Kid Works we operate with a simple philosophy: we put children first. This means that every decision we make is based on what will ultimately benefit and help us best serve the children in our care. For you that means peace of mind.

As our name states, we are a Creative Learning Center. We have a strong partnership with the State of Ohio Department of Education and ODJFS and are committed active participants in the Step Up to Quality program utilizing the Creative Curriculum to work with your children. Creative Curriculum is most successful when there is a positive partnership between our centers and families; and we depend on everyone doing their part in order to provide the best care possible.

We trust that you will find our center meets or exceeds your expectations; please do not hesitate to contact your Administrator directly if you ever have any questions or concerns. Thanks for being a part of Kid Works!

Sincerely,

The Kid Works Team



CREATIVE LEARNING CENTERS

III. KID WORKS™ CREATIVE LEARNING CENTERS MISSION

Our mission is to provide a safe, nurturing, educational environment for children and have a positive impact in our community locally and beyond as children grow and develop into happy, healthy adults who make a positive impact on society.

IV. KID WORKS™ CREATIVE LEARNING CENTERS PHILOSOPHY

The needs of children and their parents are the primary concerns of Kid Works Creative Learning Centers. By providing the best possible care and education to children we seek to contribute to the happiness and security of our parents and the communities in which they live.

First and foremost, Kid Works Creative Learning Centers provide children with constant and alert supervision in a safe environment, free from hazards. The large, open classroom layout with designated areas for learning provides for both quiet and active play.

Our entire program is designed so children experience success at an early age and promotes a positive self-image through our Creative Learning environment that provides children the opportunity to explore and become natural leaders in a safe and secure atmosphere. At Kid Works children experience the joy of learning; they feel loved and accepted.

V. KID WORKS™ CREATIVE LEARNING CENTERS VISION

At Kid Works Creative Learning Centers we put children first. Our goal is to provide the very best care, facilities, teachers and equipment possible. **To do this we base every decision we make on what is best for the children in our care.**

VI. HANDBOOK OVERVIEW

Purpose:

This handbook is designed to familiarize you with our policies and procedures to ensure open communication concerning your child's growth, development and safety. It clearly defines the center's responsibilities toward the parent and the parent's responsibilities toward the center. These policies cannot be changed on a parent-to-parent basis. The policies apply to all parents and it is the responsibility of the Center Director to enforce these policies for the legal and financial protection of the center. Please review these policies and feel free to direct any questions, comments, and/or concerns to the Center Director. Your feedback is valued and appreciated.

Updates:

While the handbook describes Kid Works current program, policies and procedures, the childcare business is complex and ever changing. The parent handbook is updated annually however, there may be times when we have to change the policies, procedures, or programs with little or no prior notice. Kid Works CLC reserves the right, in its sole discretion, to modify or change the policies, procedures or programs in whole or in part, at any time. If major policy changes are made to the handbook any other time throughout the year, the center director will make copies or flyers noting the policy change available to all parents. It is the responsibility of the parent to check for updates. Nothing contained in the handbook shall be construed as a contract between Kid Works Creative Learning Centers and any one or all of its clients or students.

VII. LOCATIONS & CONTACT INFORMATION

Locations & Contact Information:

Kid Works general email: info@kidworksclc.com

Fairfield

5950 Boymel Dr
Fairfield, OH 45014
513.874.5546
info.fairfield@kidworksclc.com

Forest Park

11700 Pellston Ct
Cincinnati, OH 45240
513.742.8104
info.forestpark@kidworksclc.com

Hamilton

1710 S. Erie Hwy
Hamilton, OH 45011
513.737.2467
info.hamilton@kidworksclc.com

Mt Healthy

10920 Hamilton Ave
Cincinnati, OH 45231
513.742.0213
info.mthealthy@kidworksclc.com



VIII. HOURS OF OPERATION/HOLIDAYS/WEATHER CLOSINGS

Hours of Operation:

Kid Works CLC is open weekdays, Monday through Friday, from 6:30AM to 6:00PM.

Holidays:

We observe the following Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. Holidays falling on a weekend will be scheduled either the Friday before or Monday after with advance notice given to all families. In addition, we close at 3:00 PM on Christmas Eve and New Year's Eve so our staff may enjoy the holiday with their families. There is no refund given for holidays, full tuition is due on time in order to avoid a late payment fee.

Weather Closings:

On rare occasions, it may be necessary to have a late start, early closing or possibly close for the day due to poor weather conditions or circumstances out of our control. If these circumstances arise, watch Channel 9 or Channel 12 news for delay or closing information. Information will also be posted to our Facebook page. In the event of an early closing due to worsening weather condition we will give as much notice as possible. So that all families and staff have safe travels home it is important that you pick up your child prior to the early closing time.

IX. ABSENCES/VACATIONS

Absence Reporting

If your child is going to be absent, please notify the center by 9:30 A.M. Payment remains the same regardless of your child being absent. If your child is ill, please notify us as to the nature of the illness, particularly if it is contagious. (See Management of Communicable Diseases for policies on informing the parents of illnesses in the center.)

Absence Policy for Families receiving assistance (vouchers)

The state of Ohio absence policy for families receiving vouchers is as follows: Allowable payment for 10 absences only from January to June and another 10 absences only from July to December. This means that once 10 absences have been exceeded in that 6-month time frame the State will no longer pay when children are not in attendance. This means families who exceed their allotted 10 absences will have to pay the difference in tuition when the child is absent and a minimum of 25 hours are not met. Absent days are not using during a weekly cycle as long as the child has been in attendance over 25 hours. Excessive absences will result in withdrawal from our program.

Vacations:

The center must be notified of vacation dates in writing at least two weeks in advance. Each child is granted two weeks of vacation a year (after 90 days of attendance). If the child is on vacation more than 5 days, the normal rate will be charged after the first week.

X. ENROLLMENT & WITHDRAWAL

Required Forms:

To enroll your child at Kid Works Creative Learning Centers you will need to complete the necessary forms required by the state licensing regulations as well as our forms. These forms must be returned to the office **by the first day of your child's attendance** in order for your child/ren to start. The forms required from all parents are:

- Kid Works Creative Learning Centers Admissions Agreement
- Parent Transportation Agreement/Policies
- JFS 01234 Child Enrollment & Health Information (annual review)
- JFS 01305 Child's Medical Statement For Children (annual) ** must be provided within 30 days of enrollment or suspension will occur
- JFS-01511 Family Information for Step Up To Quality (annual)



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- Ohio Child & Adult Care Food Program Enrollment Form (annual)
- CACFP Income Eligibility Form (annual)
- Copy of Driver’s License
- Authorization to Release Children’s Records
- Basic Infant Information Sheet (infants only)

Additional forms you may be asked to complete: Infant Feeding Schedule, Health Care Plan (if child has any health issues), Special Diet Request (signed by a physician) or a Request for Medication Administration form. It is vital to the safety and care of each child that you keep the Center Director well informed on any address, telephone, or employment changes. Please be aware rosters of the names and telephone numbers of any parent or guardian of children attending are available upon request unless the parent or guardian requests that his/her name and telephone number not be included. Please be sure to make your requests known on the backside of the Child Enrollment & Health Information form.

A child is considered enrolled in our program only after the registration fee of \$50.00 has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Waiver of Liability, Release, Assumption of Risk & Indemnity Agreement Notice:

Parent(s) or legal guardian(s) assumes all risk of injury or harm to the child while the child is at the center or on approved field trips. The parent or legal guardian agrees to fully release, indemnify, defend, and forever discharge Kid Works, it’s owners, staff, employees, and agents from all liability, claims, demands, damages, costs, expenses, actions, and causes of action in respect of death, injury, loss, or damage to the child, or by the child, howsoever caused, arising out of or to arise by reason of or during the child's participation in the program.

Custody Agreements:

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. We will not be involved in any parental disagreements and will fulfill our obligations impartially. Kid Works will only deny a parent access to their child with proper documentation.

Withdrawal:

Parents wishing to withdraw their child/ren may do so at any time. A two-week notice is appreciated and required for a full refund on your deposit. Parents who withdraw prior to two-weeks notice will be responsible for two-week’s tuition and will lose their deposit.

XI. CURRICULUM/DAILY SCHEDULES

At Kid Works Creative Learning Centers we have a DEVELOPMENTAL PHILOSOPHY. That is, there is a “right time” to introduce certain learning materials and chronological age has little to do with it in early childhood education. Daily classwork includes: cooperation skills, listening and following directions, visual perception, hand/eye coordination, reading and math readiness, science and social studies appropriate for individual classrooms. Hands-on activities encourage the use of these skills through Teacher directed and child play activities. Creative movement and music are exceptional tools in teaching the young child. This does not imply running and jumping around without purpose, but rather, a guided use of movement with particular goals in mind. Play has an important part in achieving our goals. This play can be guided so that the child feels a sense of accomplishment and growth.

Staff/child ratios

We follow ODJFS Guidelines for **Staff/child ratios** as follows:

Staff to Children	Maximum Group Size	Category	Ages of Children
1:5 or 2:12	12	Infants	6 weeks – 12 months
1:6 or 2-12	12	Infants	12 months – 18 months



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1:7	14	Toddlers	18 months – 30months
1:8	16	Toddlers	30 months – 36 months
1:12	24	Preschoolers	3 years – 4 years
1:14	28	Preschoolers	4 years until eligible for kindergarten
1:18	36	School-agers	Age eligible for kindergarten to 11 years

Program Daily Schedule:

The children’s daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. Each room’s schedule is posted on the classroom’s parent board.

Infants

Our infant caregivers are experienced and familiar with the key developmental milestones and methods that encourage social, language, and intellectual curiosity. We understand that infants develop at their own pace and grow at their own appropriate level, not necessarily by age. Parents of infants are welcomed to check in daily mid-day during the first few weeks of enrollment as the child transitions to his or her new setting.

Each day your child will thrive as he or she:

Plays! Play is an important component of our program. The teachers guide children during play to enhance the learning experience and help develop key motor and cognitive skills; feels a sense of accomplishment.

Creates and Explores! The creative process begins in infancy. Art and sensory activities encourage development in all of the learning domains, including language, cognition, physical, social-emotional, and scientific. Art with infants is open-ended, allowing them to experiment with new materials.

Listen, sing, and dance to music! Music and creative expression are exceptional tools in teaching the young child. Listening to music helps foster language development while moving to music builds coordination.

Read! Reading is a critical part of our program. Fostering a love of reading and books begins in infancy and creates great reading habits for life. The children are read to on a daily basis, at least twice a day.

Exercise! Exercise is beneficial for people of all ages. When infants move and have the opportunity to exercise, coordination and agility accelerates, as does flexibility and strength. Before infants are mobile, caregivers will get on the floor along side each infant and encourage grabbing, reaching, and stretching. Caregivers find fun and stimulating songs, dances, and games that promote continued movement and muscle strengthening. The following is a sample daily schedule:

6:30 - 9:00	Breakfast, Play
9:00 -11:00	Nap, Large motor activities, Song, Games, Outdoor walks
11:00 -12:30	Lunch
12:00 - 3:00	Nap time and/or play
3:00 – 3:30	Afternoon snack; Free play, Large motor activities, Outdoor walks

Diaper changing occurs as needed or every two (2) hours at a minimum.

Toddlers (18 months to 30 months)

Research shows that toddlers learn in the context of relationships with adults and thrive with adults who are sensitive and responsive to their needs. All of our toddler teachers are experienced and are familiar with the key developmental milestones and methods that encourage social, language, and intellectual curiosity. Our teachers understand that toddlers develop at their own pace and grow at their own appropriate level, not necessarily by age.

“The Creative Curriculum for Infants, Toddlers, and Two’s” makes up the main curricula utilized in the Toddler Room. This is a comprehensive curriculum with a clear organizational structure and a particular focus on routines and experiences toddlers require. The children are gently encouraged to explore, participate in play, and engage in art activities that foster growth and promote success throughout all developmental domains.



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What does a typical day in the toddler room look like?

Our toddlers are introduced to circle time for the first time! All of the toddler room teachers and students come together as a group to say good morning, to sing, to read, and to share experiences. At the start of the school year, circle time in the toddler room may last a mere five minutes, but as the year progresses and toddlers learn where and how to sit for circle time, this time is gradually extended. Soon all toddlers can be seen clapping, listening, and engaging in fun learning activities.

We know how much toddlers enjoy being read to. Our toddler teachers read books on a daily basis, at least twice a day. Reading is a critical part of our program. Fostering a love of reading and books begins in infancy and creates great reading habits for life.

Each morning the toddlers have an opportunity to express their creativity during project time, which follows snack daily. Whether it be painting, modeling with play dough, drawing with crayons, or gluing collage materials, toddlers explore using their five senses while enhancing their developing fine-motor and decision-making skills and eye-hand coordination, to name a few. Project time will engage toddlers in a myriad of activities such as:

Each child experiences the various activities available in the learning center such as: Art Expression, Blocks, Group activities - music, storytelling, circle games, etc., Housekeeping, Library and Small manipulative toys (put together and take apart)

The following is a sample daily schedule:

6:30 - 9:00	Breakfast, Free play, Circle activities
9:00 - 11:15	Small group center activities, Attendance, weather, Story telling, Outdoor play
11:15-12:00	Lunch
12:00-2:00	Nap time (story record, soft or classical music)
2:00 - 4:30	Centers, Outdoor Play, Arts & Crafts, Music, Afternoon snack
4:30 - 6:00	Good Grooming, large motor; circle time, and free play

A child will graduate to the pre-school class when he/she is toilet trained, his/her language skills are adequately developed, and he/she is able to accept direction.

Pre-School & Pre-K (2 1/2 YEARS TO 5 YEARS)

It is our goal to help develop a self-directed and self-motivated child. The Teachers work with the children to teach them self-control in a group setting. Our children grow and thrive through hands-on experiences with a wide variety of material that develops practical life experiences, sensorial perception, and knowledge of language, math, science, art and music.

The Pre-School - Pre-k classrooms are arranged into "interest centers", including five distinct areas: Dramatic play, blocks, art, math/science, and literacy. Center time is always included in the daily schedule, which provides an opportunity for structured play, an important component of our program. During center time, students will be seen developing a wealth of language, cognitive, physical, social, and emotional skills.

The Pre-Schoolers learn through some of the following activities: Art, Library and Language Arts, Blocks, Math, Dramatic Play, Outside Play, Arts, Small Manipulative, Music, Science. The following is a sample daily schedule:

6:30 - 9:00	Breakfast, Centers, Circle games
9:00 - 11:45	Pre-School Curriculum
11:45-12:45	Lunch, Music, Story telling
12:45-2:30	Nap time (story record, soft or classical music)
2:30 - 4:15	Centers, Outdoor Play, Arts & Crafts, Music, Afternoon snack
4:15 - 6:00	Good Grooming, large motor; circle time, and free play



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SCHOOLAGE (5 YEARS TO 12 YEARS)

For school holidays and summer, the school-age children will follow a schedule with field trips, camp, special activities, etc. Our Summer Program requires additional fees and enrollment in the Summer Program.

6:30 - 8:00	Breakfast, Centers, Leave for school
3:00 - 4:15	Snacks, Centers, Arts and Crafts
4:15 - 6:00	Homework, Outdoor play, Free play

XII. ARRIVAL & DEPARTURE

Arriving and departing the center is part of your child's daily routine. Kid Works Creative Learning Centers open at 6:30 AM and close at 6:00 PM. Parents are required to check their child in and out using the computer system located in the foyer (in select centers). Families receiving state funded vouchers must swipe children in every morning and take the approval receipt to the child's teacher. This receipt is required in order to drop off your child. **Please refrain from the use of cell phones when in the building. This inhibits the smooth transition of your child to or from the center and prohibits necessary communication about your child's care.**

Supervision:

All children will be supervised at all times. The policies governing arrival and departure of children assure that a childcare staff member is aware of each child's presence when in our care. Note that school age children may be within earshot to use the restroom or run errands.

Arrival:

For the safety of each child, Kid Works requires a parent/guardian accompany their child/ren into the building and release them to the care of the attending teacher, thus transferring custody to Kid Works. The teacher must be made aware of your child's presence. This will help to provide a smooth transition and will give you the opportunity for a brief exchange with the teacher and for the teacher to acknowledge the child. Please remember to refrain from the use of your cell phone during this exchange. Our responsibility begins when you place your child in the care of the teacher. The children's safety is our priority! No one under the age of 18 is permitted to drop of a child.

Kid Works CCL has a cut off time of 9:30 am. We request parents phone ahead if arriving later than their usual time. No child may be dropped off after 9:30am unless previous arrangements have been made with the Center Director.

Departure:

Like the arrival procedure, no child is permitted to walk out of the building without a parent or guardian being present. This means that all parents must pick up their child directly from their teacher so the teacher may acknowledge them leaving. It is the responsibility of the parent to notify and alert the Director and/or staff that the child is departing. Staff will document arrival and departure of each child on a daily attendance form.

Releasing Children to anyone other than the parent or guardian:

If someone other than the child's custodial parents or guardian will be picking up the child from the center this must be documented on the child's release form. If an emergency arises the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this in advance so they bring a picture ID and they are not offended. The children's safety is our priority! No one under the age of 18 is permitted to pick up a child. The parent or guardian is the only person who can authorize the center to release the child to another individual.

Kid Works CLC reserves the right to refuse the release of a child to any parent, relative or authorized pick up person who appears to be impaired by the use of drugs or alcohol. In the event of this occurrence the person in question can make a phone call to their emergency pick up person or Kid Works will make contact with the local police department.



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WARNING: Be certain to properly restrain your child/ren as mandated by the State of Ohio while transporting your child/ren to and from Kid Works Creative Learning Centers. Our staff is required by law to report any violations.

Late Pickup:

Kid Works CLC closes promptly at 6:00 PM. While we understand that emergencies do arise, we request that parents keep in mind the 6:00 PM closing time. If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is required. **Please note: you will be charged \$1.00 per minute, per child past 6:00 PM, or any portion thereof when you are late picking up your child. This fee must be paid to the staff member at the time of late pick up.**

Licensing allows us to operate within specified hours. If you are not present to pick up your child at 6:00 PM and you have not notified us, we will make every effort to contact the individuals authorized in your child's file. If we are unsuccessful, the law requires us to notify 241-KIDS who will pick up your child for safe keeping. If we are unsuccessful contacting anyone by 6:30 P.M. we notify 241-KIDS. Please note that when you are late picking up your child/ren, Kid Works faces staffing and licensing issues. Continuous tardiness in picking up your child/ren will necessitate our requesting that the child be withdrawn from our center. Please avoid being late!

XIII. PARENT PARTICIPATION & COMMUNICATION

Communication and Partnerships

Parents are the most important influence in a child's life. Your input is important to us and we encourage parents to participate whenever possible in activities at Kid Works. Parents may wish to attend our family engagement activities, field trips, class parties, educational activities, special luncheons or simply stop in to join the daily fun for special story or play times.

At Kid Works Creative Learning Center we have an open door policy. Open communication with all our parents is a top priority. Teachers are available to discuss a child's progress or needs at anytime however the center will schedule parent teacher conferences quarterly to keep you informed of your child's development and educational progress. Other ways we communicate with parents are through our Daily Reports, which inform parents of class learning experiences, daily activities, meals and snacks, naptime updates. At the bottom of this report is an area for the teacher to write any notes to you. Each individual classroom also distributes a monthly newsletter to update parents about planned curriculum for the month, important dates to remember, possible community events and also parent child development and health tips.

Parents can also follow our Facebook page for current classroom events, developmental tips, activity reminders and pictures of classroom activities. As a parent, if you ever have a concern or question regarding your child, the program, or activities we are readily available to talk to you. Please feel free to stop by or call the office to set up an appointment to meet with the Director. We also have, for your convenience, a Parent Communication Form located in the lobby to be filled out and turned into the center director. Please do not hesitate to talk to us anytime!

Family Education and Engagement

Kid Works will host one family engagement event per year to encourage families to engage in activities at the center or within the community. Kid Works will also host one family education event per year and encourages families to participate in at least one educational training, workshop and/or other event we will host in order to educate our families in the area of their child's learning and development.

XIV. TUITION AND FEES

Registration & Deposits:

Upon enrolling at Kid Works you will be required to pay an initial \$50 non-refundable registration fee per family. This fee is due upon enrollment and annually a re-enrollment fee of \$25.00 will be due every September. Additionally, a deposit of one week's tuition (in addition to the first week tuition) is due prior to starting. The one-week deposit will be applied to your final week of tuition provided proper notice of withdrawal is received.



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Tuition Payment Schedule and Forms of Payment:

Tuition is due on Friday at noon for the next week of attendance. Checks, money orders, major credit cards and cash are acceptable methods of payment. All fees must be made payable to Kid Works CLC. Cash payments must be placed in a sealed envelope noting the name of child, date, and the amount paid on the outside of the envelope. **All payments must be placed directly in the safe located outside the Director's office by you – do not hand any form of payment to an employee.** Kid Works will not accept responsibility for unmarked payments or payments that are not properly deposited in the noted areas for payment collection.

Kid Works Tuition Rates:

Age Group	Full Time Rate	Part Time Rate
Infants	\$230	4 days: \$205, 3 days: \$195, 2 days: \$180
Toddler	\$200	4 days: \$185, 3 days: \$170, 2 days: \$145
Pre-School	\$176	4 days: \$160, 3 days: \$140, 2 days: \$120
*School age	\$110	\$80 Before <i>or</i> After Only

Drop-in (Ratio Permitting): \$100/Day Infants, \$50/Day all others. Authorized by Director Only

*School Age Children who are bused will be charged \$25/month/family Bus Fee

*School Age Children who attend in the Summer must enroll in our Camp and pay associated fees

TAP System (for families on assistance only):

In order to enroll at Kid Works CLC, the parent or legal guardian must agree to:

- TAP their child in every morning
- TAP their child out every evening, or fix my child's out TAP the following morning
- If admitted as a full-time student, have their child attend the center as a full-time student (over 25 hours a week) as agreed with ODJFS and the childcare provider, **and will be responsible for the difference between full-time private pay and part-time voucher pay if I fall into part-time status.**
- Fix any TAP error within 3 days of the error or a failure to TAP occurred.
- Not to exceed my allowed 10 days of absences from Jan – Jun & Jul – Dec. If I exceed my 10 absences I will be responsible for any fees not paid by ODJFS.
- Pay any charges ODJFS refuses to pay due to my failure to follow this TAP system policy.

****Please note that per your agreement with ODJFS you are responsible for paying your co-pay and any other associated charges. Failure to pay those charges will result in your child being withdrawn from care and a lien placed on your publicly funded vouchers until your balance is paid in full****

Supply Fees:

Parents are asked to supply diapers, pull-ups, and wipes for their child/ren. The teacher's will make every effort to keep you informed when more supplies are needed. However, if your child would run out of any of these items, we will assess a charge of \$1.00 per item used to your account until you replenish your supply. Please make sure your child has adequate supplies so this policy will not have to be enforced. From time to time you may incur a supply fee pertaining to resources for the fall, graduation fees, In house special events, etc. We will notify you ahead of time if any of these fee's are to be assessed to your account.

Transportation Fees:

From September through May a \$25 Parents of schoolagers are assessed a transportation fee which is due prior to the start of each month in order to be transported to and from school. This fee must be paid in advance – no exceptions. If the \$25 fee is not paid prior to the first of the month, your child/ren will not be transported to school; they will remain at the center until you pick them up. Nor will we allow them to be put on our bus after school. **Accounts must be current each week in order for my child/ren to ride the Kid Works CLC bus to and from school.**



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Late Payments & Fees:

Payments made after noon on Friday will be considered late and your account will be assessed a \$25 late fee. **There are no exceptions.**

All accounts with an outstanding balance will be assessed a \$25 late fee until the account is current or a payment plan and signed agreement is in place to and adhered to. Kid Works will not continue to provide services until the balance is paid or a payment plan is in place and adhered to.

*Kid Works reserves the right to withdraw any child from our program for any unpaid tuition or fees on your account. Fees will not exceed more than two weeks past due or children will be withdrawn. **A hold will be placed on county vouchers if applicable until the outstanding balance is paid in full.***

Returned Checks:

There will be a \$40 service fee assessed to the account for any returned checks; you will also have a \$25 late fee added to your account. Payment agreements will not be accepted to pay returned checks. You will be required to make future payments by cash or money order after a second returned check.

Collections:

Once all options have been exhausted and your account remains delinquent, Kid Works will be forced to withdraw your child/ren, place a hold on your vouchers (if applicable), and send your account to collections. Should this occur a service fee of \$25 or 10% of the balance, whichever is greater, will be assessed to your account.

Refunds:

No refunds are given for services rendered. Refunds are not given for absences. A reimbursement may only be issued for overpayment of services. Any parent who withdraws a child and has prepaid tuition may receive a reimbursement with proper written notice to the center.

Damages:

Parents are responsible for repair or replacement when damage to toys, equipment or the facility occurs in cases of malicious behavior by a child.

XV. TRANSITIONING INTO AND WITHIN OUR PROGRAM

At Kid Works our new families are given a tour and consultation of our program. They are encouraged to talk to their child's new teacher as well as allow the child to visit the room before enrolling. Each family receives our enrollment packet upon touring our centers. Within that packet is a Child Information Statement that needs to be returned no later than the first day of attendance. Information contained in our enrollment packet will help the teachers and director familiarize themselves with each child's individual developmental needs to place them in class and prepare for the new child with Name, Birthday, Cubby and Cot or Crib assignment.

When moving children from class to class we have a "Transition Form" filled out by the teacher and signed by the director and the parent. A transition schedule will be set so the child transitioning can visit their new classroom several times throughout the weeks before permanent placement occurs. The transition can take from one week up to a month depending on how the child is adjusting to their new setting. Class changes are not always made by a change in age (birthday) but rather when developmental changes and advances occur and the child is comfortable developmentally and emotionally with the change. Families are notified of the upcoming transition two weeks in advance to begin to help prepare the child. Examples of age appropriate activities to prepare children for transitions within our program are as follows:

Infants to Toddlers:

Transition from a crib to a cot, from a high chair to a small child size table and chair, from a bottle (if not already) to a sippy cup, adjust the napping and feeding times to cohere with the toddlers daily schedule, limit pacifiers to help in language



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development, schedule visits to the new classroom and permanently place child when they have fully adjusted to the new environment.

Toddler to Preschool:

Assist in the potty training process in hopes children can use the bathroom independently with few prompts, encourage using spoons and regular cups independently instead of fingers and sippy cups, decorate the child's cubby in their new classroom, schedule visits to the new room and permanently place the child when they have fully adjusted to the new environment.

Preschool to Kindergarten:

Children will have the opportunity to visit the Kindergarten classroom in the district they attend and meet the teachers. Kid Works will prepare the children by reading stories about entering Kindergarten to allow children to express any fears or concerns they may have so teachers can assist as needed. We will decrease the length of naptime over the summer to prepare children for the fall Kindergarten schedule, have families sign the release of information so screenings, developmental assessments, observation records and any other pertinent information can be sent to the child's new school.

Transitioning Out of our Program/Records Transfer Policy

When a child is being withdrawn from the center the teachers are encouraged to talk to the child about their new school, or moving into a new home and children are given an opportunity to say goodbye to their peers and teachers by having a classroom party or special activity on the child's last day at our program. This helps the child to better understand the changes they are going to face and help ease their transition.

Children who transfer from Kid Works to another childcare program or elementary school will have all records transferred to the new location with 2 weeks from entrance into the new program once written request is turned in by the parent and/or guardian and the consent form is signed. This information will allow other programs or schools to have access to important developmental information, teacher observation records, health records and/or screenings and any other information necessary to support the child and family in the transition process.

Transition Meeting Process

When a child is observed to be developmentally prepared and age appropriate to transition into the next classroom a team transition meeting is held between Administrator, Lead and/or Assistant Teacher, parent or guardian. At the transition meeting a written, dated, transition plan will be determined with input from the classroom teacher, administrator and parent or guardian.

This plan will include a list of activities, strategies to support the child's transition, documented days and times the child will visit the new classroom, estimated time frame child may need to visit the new classroom, and signatures from all parties involved in the planning process. An individual transition plan form is filled out with the specific needs of the child in mind to determine the best possible strategies to ensure a smooth, supported transition takes place.

If children are transitioning out of the program the parent or guardian will review the records transfer policy and complete the consent to release records form so we can send pertinent information to the child's next program or school. Without written consent Kid Works will not be allowed to release any information on any child transitioning out of our program.

Kid Works will make several attempts to meet with a family in order to get input from a parent or guardian in the transition process and will document attempts made to meet and reasons the meeting did not occur.



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XVI. CHILD GUIDANCE AND MANAGEMENT

Guidance and management policies apply to all employees of Kid Works CLC. The purpose of discipline is to help children learn acceptable behavior and develop self-control. Our goal is that each child will learn self-discipline through careful guidance. Kid Works' philosophy is to treat your child with love and respect in a positive atmosphere. When children are treated with respect, they in turn learn to respect the teachers, their friends and themselves.

Discipline Policy:

The principles of our discipline policies and procedures are designed to teach each child to understand rules of safety and help them take ownership of their own behavior. Our approach focuses on and rewards positive behavior.

According to the State Licensing rules, discipline is restricted as follows:

- There will be no cruel, harsh, or unusual punishments such as punching, pinching, shaking, biting or hitting.
- No discipline technique will be delegated to another child.
- No physical restraints will be used to confine a child.
- No child will be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
- No child will be humiliated or subject to profane language, threats, derogatory remarks, or other verbal abuse about them or their family.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Technique of discipline will not humiliate, shame, or frighten a child.
- Discipline will not include withholding food, rest or toilet use.

Kid Works CLC has a **NO SPANKING** policy

This discipline policy applies to all employees and parents while they are at the center.

Guidance:

At Kid Works we choose whenever possible to **use positive words describing appropriate behavior** rather than negative words describing inappropriate behavior. For example: "Let's be quiet please" rather than "No Talking", or "Let's take care of our toys" rather than "Stop throwing your toys".

Positive reinforcement is the most effective method of preventing misbehavior. Our motivation is to make certain we provide a safe and loving environment where all children can achieve success to their fullest. Never should a child feel apprehensive about attending our center for fear of another child's behavior, be it hitting, kicking, or bullying. It is our goal to communicate with all parents how aggressive and/or anti social behavior will be handled. Aggressive behavior is defined as intentional hitting, biting, or kicking another child or teacher. Anti social behavior is threatening, use of inappropriate language, inappropriate sexual behavior/comments or malicious teasing of another child or teacher.

If inappropriate behavior continuously occurs, we use a positive approach by encouraging the child's good behavior and/or redirect his or her activity. If the problem still exists, the child is then removed from the situation and placed in a "time out" (one minute per year of age, no more than five minutes). "Time out" shall be defined as an area away from the group activity but is visible to the teacher and the children. The teacher will positively encourage him/her to return to the group or activity after the time out is complete.

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 State Licensing Rule 5101:2-12-22OAC.

A behavioral report will be written by the teacher and/or administrator and signed by the parent to be placed in the child's file for tracking purposes if unmanageable behavior continues. If the child receives 3 written behavioral reports within a 4-



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week period, the child may be suspended from the program for one week. Fees will still be paid for this week to retain the child's space in the program.

Suspension & Dismissal:

Kid Works believes open communication between the center and the parents is imperative for addressing and overcoming behavioral issues. We utilize many resources to assist and aid parents in need, and feedback from the parent is the key to resolving behavioral situations.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to suspend or dismiss the child. Every attempt will be made to work together with the parents, child, and any other referral agencies necessary to assist in correcting 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.

NOTE: Kid Works reserves the right to deviate from this process, depending on the severity or nature of the aggression and/or antisocial behavior. No Tuition, Deposit or Registration will be refunded for a suspended or dismissed child.

The following methods are used individually or in entirety to track behavior and communicate with parents.

1. Daily Reports – a parent/teacher communication format that does not count as a written behavior report.
2. The "Behavior Report" – to be filled out and turned into the office. Management will then give a copy of this report to the parent and a copy will be placed in the child's file. Each report counts as one of the three, which would result in suspension from the center.

Kid Works reserves the right to dismiss any family who fails to comply with the center policies and interferes with the daily operation of the center. We also reserve the right to dismiss any child whose behavior creates a harmful environment to themselves, the other children, employees or equipment. This will not occur until a conference has been held and all viable options have been explored on a cooperative basis.

XVII. HEALTH & CHILD DEVELOPMENT SCREENINGS

Schoolage Children

Children Kindergarten – 5th grade are required to turn in Health Screenings and immunizations to the elementary school they are attending, therefore do not need to turn in any documentation to Kid Works upon enrollment. Informal assessments are completed for schoolage children quarterly using observation notes and developmental checklists. These informal assessments are shared with families throughout the year based on the child's elementary school parent conferences and/or report card period or as needed if behavioral or developmental concerns arise.

Children 6 Weeks to 5 years

Health Screening Process

- All children are required to have a yearly physical exam before the child's first day at the program.
- The director or designee reviews all enrollment paperwork, including the medical statement with the parent to see if screenings have been completed and documented by the physician.
- Health screenings children should receive are vision, dental health, height, weight, hearing, blood, lead, hemoglobin levels, and blood pressure.

Health Screening Referral Process

- If no screenings, or partial screenings were complete, parents are informed by the director or designee the importance of Health screenings and given Health Screening information, which includes contact information of what and where screenings can be done in the area.
- Parents are given the Comprehensive Health Screenings Information checklist and are referred to community resources to complete these screenings.



Required Medical Statement: Upon enrollment at Kid Works all children must undergo a physical exam, be current on all shots and turn in the required Medical Form completed by your child's physician. The Medical Form is required to be updated yearly based on the date of exam noted on the form.

Immunizations: While Kid Works require medical statements we do allow children without immunizations to attend.

Developmental Screening Process: Our program uses typical developmental milestones and the Ages & Stages Developmental Screening tool to screen for any developmental delays in children. Each child is screened within 30-60 days of entrance into our program, when the child transitions to a higher level classroom and/or annually based on the most current screening. Once the screening is scored, if a concern arises the program follows the following process: Any referrals necessary will be completed within 90 days of the completed screening.

Developmental Screening Referral Process:

- Parents are asked to complete the screening tool.
- Both parent and teacher scores are evaluated.
- The program administrators and teachers will work with the family for community resources to receive further evaluations or assessments such as notifying the child's pediatrician for evaluation referrals such as Speech, Occupational Therapy, Physical Therapy, etc., referrals to Help Me Grow, Early Intervention Services, Behavioral resources not limited to but including the National Preschool Expulsion Prevention program, Positive Leaps or other community mental health services available.
- Monthly to bimonthly follow up meetings are held with the community service providers, parents, administrators and teachers to track progress of the child and keep current on all information pertaining to the child's health and development.

Families are given a list of local and statewide resources in Health and Child Development and early interventions are put in place for the children and families to be successful and thrive in their future learning environments. **Website Resources for Health and Development for Parents and Caregivers Are Located in the Community Resources Binder.**

Upon enrollment, I/we give parent consent to screen my child using the Ages & Stages Developmental Screening for the purpose of identifying any developmental delays or special needs. I/we understand if any signs of early intervention are determined, I/we will follow through on any referrals necessary to get my child the support he/she needs.

XVIII. SAFETY AND SECURITY

Supervision:

All children will be supervised at all times. The policies governing arrival and departure of children assure that a childcare staff member is aware of each child's presence when in our care.

School Age Supervision:

School age children may run errands *inside the building*, go to the restroom alone, or in groups of no more than 6 (one at a time in the restroom) without adult supervision. A group of no more than six school age children 4th grade or older, may engage in safe activities without a childcare staff member as long as a staff member checks on the children every 5 minutes until they return to the group. Some children may not be in sight or earshot at that time. Teacher will notify office staff if child is not back in the classroom in 4 minutes; office staff will then check on the child. Written permission is required for: school age children to leave the center for specific activities or to participate in other activities within the building.

Outdoor Play:

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. Children will go outside if the temperature is



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above 30 degrees. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside on days with a smog alert, high heat index, or in inclement weather, such as rain, snow or lightening. Indoor large motor activities will be provided in the child's classroom on those days. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, gloves and scarves in the winter.

Reporting Child Abuse:

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

General Emergency Plan:

General emergencies include any threats to the safety of children due to environmental situations or threats of violence; natural disasters such as fire, tornado, flood, etc.; and loss of power, heat or water. Any staff member who learns of a significant health or safety hazard will immediately notify the Director so that appropriate action can be taken.

To create a safe and secure environment, we have established evacuation routes and procedures for any situation that poses a threat to the safety of children and employees. A Medical and Dental General Emergency Plan and an evacuation and severe weather plan is conveniently located in every room. Each plan explains actions to be taken and staff responsibilities. In addition, we conduct monthly fire and periodic tornado drills to make sure every child and staff member know where and what they are supposed to do to ensure everyone's safety. Parents should refer to the Fire and Weather Alert written plan and diagram for instructions on evacuation and weather safe rooms. In addition to fire and weather safety drills we also implement quarterly lock down procedures and incorporate disaster plan procedures as needed.

Procedure and Practices:

There is immediate access to a telephone within the building at all times. The director will monitor weather daily by radio/TV and advise staff of any pending weather-related emergencies.

- The Emergency Information form for each child will be taken along during any emergency or emergency evacuation drill.
- First Aid Kits and other emergency supplies will be taken along during any emergency or emergency evacuation drill.
- There will be emergency supplies (food, water, clothes, blankets, flashlights, diapers and other necessary items) to care for children in the facility or the designated "safe place."
- In the event of a tornado warning, the director will alert the staff, and children will go to the assigned "safe place," bringing with them the aforementioned supplies and emergency information. All may return to their classrooms when an "all clear" is sounded.
- In the event of a power failure emergency lighting will be activated. The director will call the local power provider to explain the situation, ascertain the extent of the outage and request assistance, if appropriate. If weather conditions do not allow for children to be cared for at a safe temperature, families will be notified by phone to make other arrangements for the children's care. Unless the power failure is accompanied by an emergency situation, children will be kept inside. Staff will look for downed power lines that may require evacuation.
- In the event of closings necessary due to snow/storms (i.e. Level 3 snow emergency), the director will notify the following media, Channel 5 and Channel 9 in a timely fashion, and will update parents and social media sites. If the facility must close during operating hours because of a snow/storm, the director and staff will notify families or emergency contacts via local media outlets and if possible, by phone. If weather conditions prevent any child from being picked up from the facility, staff will care for them until families can safely arrive.
- In the event the facility is quarantined, we will continue to provide care, food, and supplies for the children as long as necessary. In the event that a facility needs to be evacuated for disaster relief, the children and staff will evacuate to the closest "Safe Place". Please refer to the Emergency Plan posted in each room for the specific location of the nearest "Safe Place".



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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 at all times that has received training in first aid, communicable disease and CPR. In the case of a minor accident/injury staff will administer basic first aid. 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.

Serious Injury/Illness:

If any injury/illness is life threatening:

- First aid would be administered,
- EMS (911) will be contacted,
- Parents or alternate/emergency contact will be notified,
- The physician or dentist listed on the Emergency Medical and Transportation Authorization form will be called for instructions,
- A staff member will accompany the child to the physician's office, clinic or hospital of the child's parent/guardians choosing with all available health records.

* Note: Staff may not transport children in their vehicles. Only parents or EMS will transport.

Biting:

In larger group settings, like daycare, biting happens frequently. Studies estimate as many as half of children in daycare centers will be bitten, with toddlers being most common. Bites usually occur to the arms or face and rarely require medical attention, as they most often do not break the skin barrier. And by the time a child is 3 years old, the frequency of biting dramatically declines. There are a number of possible reasons why children under age 3 bite, almost none of them the fault of a child behavior problem, bad parents, or bad caregivers.

For most kids, biting is a communication tool – not intentional aggression. A bite could mean, "I want that," "I'm angry," or "I'm excited to see you." Toddlers who bite are often looking for a reaction in their favor, or simply need an outlet for frustration.

Kid Works provides detailed and comprehensive training to our staff in how to prevent and reduce biting incidents in the classroom. If a pattern can be identified, we will discuss a plan to limit the instigating event for the child. When biting occurs, written documentation is sent home with the offending child's parents. An incident report is provided to the injured child. Under no circumstance will names be given to either family. In the event a child continues to bite without showing signs of progress, the director may suspend him or her until the problem is under control.

With good communication, most families will successfully pass through the biting phase.

Incident Reporting:

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 contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious injury or illness". The report will be provided to licensing staff within 3 days of the incident.

It is imperative that in case of an emergency we are able to contact at least one parent or relative – please make sure we have updated and current contact information on file.



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Center records including building, fire and licensing reports are available in the administration office and the ODJFS office. The laws and rules governing the center are also available upon request.

Accessories (earrings, necklaces, jewelry...)

Children under the age of three are not permitted to wear beads/barrettes in their hair, earrings, necklaces, bracelets, or any other jewelry or hair decorations. These items, if removed, pose a serious choking hazard. If a child wears any of the aforementioned items to the center, staff will immediately remove and store these items in the office until pickup time.

Cameras:

Kid Works has installed cameras for the safety of the children as well as the staff. The center Director and members of the Kid Works Corporate team can view all cameras throughout the building. Due to privacy concerns of all children in our care, parents are not allowed to view footage. Note: Not all areas are visible as it is difficult to have camera coverage of every area. We cannot guarantee there will be footage of every minute due to equipment glitches that cause periodic lapses in recording.

XIX. ILLNESS/COMMUNICABLE DISEASE

Management of Communicable Disease

Kid Works Creative Learning Centers 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 group care 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 and quickly assess their general health. **It is extremely important for you to notify the center immediately of all contagious diseases your child contracts other than the common cold.** We ask that you please not bring a sick child to the center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off work or school. *We must abide by state and health department restrictions and policies on return-to-school guidelines. Kid Works will not be held liable for lost wages or fees incurred in the event a child is unable to return to the center due to restrictions imposed upon us by the health department in the event a communicable disease has been identified.*

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

- Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.
 - Temperature must return to normal for 24 hours before returning to care without the assistance of medication (i.e. Tylenol/Advil). Call the doctor if your child suddenly develops a rash, especially if it is accompanied by a fever, sore throat, or swollen glands, as this may be a sign of scarlet fever. This is especially important if your child has any of the symptoms of strep throat.
- Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
 - Your child may return to care after 24 hours without loose stools. In the event of a rotavirus diagnosis, please provide release from your physician before returning to care. In the event of a shigella case, parents may be required to exclude their child from class until diarrhea has ceased and the child has two stools that have tested negative for the bacteria. A release from the physician or health department may be required.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound and or difficult or rapid breathing.
 - Your child may return to care when free of symptoms or with a physicians note
- Yellowish skin or eyes.
 - Your child may return to care when free of symptoms or with a physicians note
- Pinkeye. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.



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- Your child may return to care 24 hours after treatment has begun and a release from your physician is provided.
- Hand-foot-mouth disease. Hand-foot-mouth disease is a common childhood illness featuring mouth sores, fever, and a rash. Often, the first thing parent's notice is their children's decreased appetite for solids. Children may also have a fever and a sore throat. A day or two later, many children develop sores in the mouth. They begin as small red spots on the tongue, gums, or mucous membranes. A skin rash may also develop over a day or two, with flat or raised red spots. Unlike with many rashes, the spots are often found on the palms and soles. Symptoms and recovery time may vary, so please speak to your director before returning to care.
- Fifth's Disease. Especially common in kids between the ages of 5 and 15, fifth disease typically produces a distinctive red rash on the face that makes the child appear to have a "slapped cheek." The rash then spreads to the trunk, arms, and legs. Fifth disease is a viral illness. Recovery time may vary, so please see your child's physician and speak to your director before returning to care.
- Ringworm. A common skin infection that takes different forms depending on the part of the body infected. It is very contagious, so if you believe your child has ringworm, please see your healthcare provider immediately.
 - Your child may return to care 24 hours after treatment has begun. A release from your physician must be provided.
- Untreated infected skin patches, unusual spots or rashes.
 - Your child may return to care when free of symptoms or with a physicians note
- Unusually dark urine and/or gray or white stool.
 - Your child may return to care when free of symptoms or with a physicians note
- Stiff neck with an elevated temperature. See your physician immediately
 - Your child may return to care when free of symptoms or with a physicians note
- Evidence of untreated lice, scabies, bed bugs or other parasitic infestations.
 - Your child may return to care no sooner than 24 hours after treatment is begun. In the event of lice, your child must be "nit free" before being allowed back to care. Upon return, the child must check in with the staff each morning for 4-8 days for a quick recheck in order to prevent recurrence. To assure effective treatment, please check previously treated children for evidence of new infection daily for ten (10) days after treatment. It is recommended you repeat the treatment seven (7) to ten (10) days after initial infestation.
- Sore throat or difficulty in swallowing.
 - In the event of a strep throat diagnosis, your child must be fever free for at least 24 hours, and on an antibiotic for a full 24 hours before returning to care.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
 - Your child may return to care when free of symptoms or with a physicians note

Actions:

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 and any linen used will be washed and disinfected before being used again.

Communications/Re-admittance:

The Ohio Department of Health "Communicable Disease Chart" is posted in the office. A sign on the door will notify parents 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.

Kid Works CLC employees are required to obtain a physical prior to employment and are trained in the management of communicable diseases. All employees are trained in hand washing and disinfecting procedures. The teachers are required



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to wash their hands frequently throughout the day and to train the children in washing their hands. Staff members exhibiting any symptoms of communicable disease will be excused from job responsibilities and may not be permitted to return to work without a physician stating that they are free from a communicable disease.

XX. ADMINISTRATION OF MEDICATION

When a medication, food supplement, or modified diet is administered by a staff member; it must be approved by the Director and follow these guidelines:

Prescription medication:

- As prescribed by a licensed medical doctor after securing instructions on the designated ODJFS form, which can be obtained from the teacher or office.
- **All medication must be in its original container with the prescription label attached.**
- *The label must contain the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration.*

Non-prescription medication:

- Including but not limited to such medications as fever-reducing medication (must not contain aspirin), cough and cold medications (must not include codeine)
- **With a medical doctor's signature on the designated ODJFS form**, which can be obtained from the teacher or the office.
- Medication may not be given to mask any of the communicable disease symptoms as outlined under the management of communicable diseases. Medication must be in its original container with the original label attached. The label must specify appropriate dosages based on the child's age and weight. The full name of the child receiving the medication must be printed on the container. Kid Works will administer the medication for no more than *three consecutive days* at a time.

Non-prescription topical products or lotions:

- Will be applied after securing written instructions by the parent or guardian on the designated ODJFS form, which can be obtained from the teacher or the office.
- This form will be valid for no longer than twelve months.
- Kid Works will follow the manufacturer's guidelines regarding application.
- When used for skin irritations, such as diaper rash, Kid Works will not apply the topical product for more *than fourteen days* consecutively at any one period of use.

ALL MEDICATIONS MUST BE CHECKED IN WITH THE DIRECTOR. All medications are secured in the administrator's office or refrigerator in the kitchen. Medications may **NOT** be stored in a child's cubby or book bag. **No child may carry or administer their own medication**; all medication will be administered with adult supervision.

XXI. HEALTH AND NUTRITION

Meals and Snacks:

Kid Works provides well-balanced meals to help your child develop healthy eating habits by exposing them to a variety of foods. We serve breakfast between 7:30 and 9:00 A.M. every morning. Please provide your child with breakfast prior to arrival if you plan to arrive after 9:00. Please do not bring your child in with breakfast. If you do so, you will be asked to stay with your child in the foyer until they have finished eating. In addition to breakfast, Kid Works provides each child with a well-balanced lunch, and a nutritious afternoon snack. All meals and snacks are nutritiously prepared according to State Licensing and the Child and Adult Care Food Program regulations.

Our menu is conveniently posted in the lobby and changes weekly. Any substitutions will be noted as they occur by the cook directly on the menu. Meals are prepared on site and served inside each classroom. We encourage our teachers to eat with the children, as this is a teachable opportunity for all children to learn the fundamentals of good nutrition and



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manners. It is Kid Works policy that food may not be brought from home or fast food establishments at any time to avoid any difficult situations with the children.

Food Allergies/Special Dietary Needs:

If your child has food allergies, religious or special dietary needs requiring food to be provided by you it must meet nutritional guidelines provided by the state food program or be substituted by us. A Special Diet statement will be required and signed off by a physician. Please discuss any special requirements with the Center Director prior to your child's first day. You will be asked to have the Special Diet form signed by a doctor prior to the first day.

Infants:

For infants we will provide Iron Fortified Similac formula, baby cereal, jarred baby food, and age appropriate snacks at no cost to you. ODJFS requires parent to bring 5 sanitized bottles with water in them every day. Please make sure your child's name and prepared date is on each bottle and the bottle has a lid. All bottles are stored within the refrigerator and warmed in a bottle warmer. If a different formula or stored breast milk is being used it must be prepared by the parent prior to arriving at the center.

Diapering:

Children not yet potty trained will have their diaper or pull up checked every 1 ½ to 2 hours per Kid Works policy. If the diaper is soiled it will be changed and then documented on the child's daily report if the child was wet, dry, or had a bowel movement. This policy is set for each child unless written documentation from the parent or guardian requests a different diapering schedule. Children who show developmentally appropriate signs (usually by age 2) to begin potty training will be taken to the potty every 45 minutes to an hour, or when the child verbally states they want to go potty.

Nap/Rest Time:

For toddlers and preschoolers, a quiet rest time will be from 12:30-2:30 and 1:00 to 3:00 daily after lunch. Although children are not required to sleep, everyone is required to lie on a cot and rest quietly. Children have an assigned cot that is clearly labeled with their name. We ask that each parent provide a child-sized blanket for each child you have enrolled at the center. This blanket will stay on site and be laundered weekly by Kid Works. If your child has outgrown napping, they may read or engage in various quiet activities after a short 30-45 minute rest time.

XXII. SUPPLIES

A Successful Start

Children should dress for the mess when coming to the center. Each day your child will have fun-filled hands on learning experiences. Please send your child in simple, washable, comfortable play clothes that are easy to manage. All children should have at least two seasonal changes of clothing. If an accident occurs during the day and we have no change of clothing the parent will be called immediately to bring in clothing or pick up the child. Please send the children in play tennis shoes or other soft soled, closed toed shoes. Sandals, thongs, and boots (with the exception of snow boots) are not allowed as they can lead to injuries. Infants and toddler children are not permitted to wear any small bead or barrettes in their hair for they are a choking hazard. If worn, we will remove them for the safety of all the children enrolled in our program. Kid Works is not responsible for any damage, spills, or wear and tear on items such as clothes, coats, shoes, etc. Please do not send your children in their "Sunday Best" to daycare as regular and messy play may cause these items to get stained.

Items from Home:

Parents are responsible for providing the following items. Please bring the supplies appropriate to each child's age group on or before his/her first day of attendance. **All items must be labeled with your child's name.**

For **infants (6 weeks to 18 months)**, you will need to bring by the first day of attendance the following items:

- Paperwork,
- Diapers & wipes,
- Any ointments, along with Request for Medication Administration Forms,



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- Two complete changes of clothing, pacifier if used.
- On the first day and every day after, prepared bottles (enough for the amount of feedings per hours of care) labeled with the child's name and date, have a lid on them, and are required to go home every day (full or empty). Bottles cannot be left over night at the center. No glass bottles, please!

For **toddlers (18 months to 30 months)**, you will need to provide the center with the following items by the first day of attendance:

- Paperwork,
- Diapers & wipes,
- Pull-ups or six pairs of training pants,
- Two complete changes of clothing and
- A small blanket and pillow for nap time.
- **Please be sure to clearly label your child's items.**

For **preschoolers (3-5 years old)**, you will need to bring the following items in for your child by the first day of attendance:

- Paperwork,
- Two complete changes of clothing,
- A small blanket and pillow for nap time.
- **Please be sure to clearly label your child's items.**

If Kid Works is required to supplement any of these items, an additional charge will be added to your account.

Items not to bring:

Kid Works provides educational materials and toys to be shared by all children as part of the learning experience. The center has an ample supply of materials. With this in mind, we request that you please do not allow your child to bring or wear any toys, money, jewelry, small beads etc. from home unless requested by the teacher. Items from home generally do not survive the wear and tear of a large group of children and can get lost, stolen or damaged. Sharing rules are also difficult to enforce with such items therefore problems arise.

Kid Works is not responsible for any lost, damaged or stolen items

While great care is taken to keep personal items organized and cared for we cannot be held responsible for damaged, lost or stolen articles. Please report any lost articles immediately and we will endeavor to provide reasonable assistance to search for and recover the item. It is much easier to return lost items if they are labeled with your child's name. Unclaimed items are given to charity after a reasonable period of time.

XXIII. TRANSPORTATION POLICY

Kid Works only uses mini-buses with a trained driver. The use of staff vehicles and parent vehicles is prohibited unless transporting for a field trip and proper permission forms are signed.

To/From School:

Transportation is provided for the children of Kid Works to and from designated schools. Written permission from the parent(s) is on file at the Center for all children who are transported.

In the event that your school age child is to be dropped off or picked up by either public transportation or the Kid Works bus, you must notify the administrator if your child will be absent. In the event your child is scheduled to be at the center after school, but the child does not appear at the center, the administrator will be notified immediately and the administrator will notify the parent/guardian.

The following items are provided/allowed onboard each bus:

- First Aid Kit



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- A copy of each child's Emergency Transportation Authorization form
- Insurance card and registration
- Annual Vehicle Inspection Report
- Weekly Attendance
- Cell phone for emergencies only

Every bus driver must have a clean driving record, which is checked frequently by our insurance company. Drivers are certified in First Aid, CPR and Communicable Disease, and must attend required trainings provided by Kid Works.

Field Trips:

On occasion, Kid Works will have walking field trips and may plan field trips riding in our buses or parent vehicles if enough parent volunteers are available to do so. During these trips state ratios will be maintained and all children will be supervised at all times. **Written parent/guardian permission is required for all trips in order to participate.** An attendance list will be given to the teacher verifying approval for the child to attend the trip. Staff trained in CPR, First Aid and Communicable Disease will be present. First Aid supplies will be available along with forms needed for children with health conditions. ID tags will be worn with the child's name and Kid Work's Center information easily viewable. Upon arrival and before leaving any locations, teachers must perform a head count verifying all children are present and accounted for.

Emergencies:

The center will not transport children in emergency situations. If a child requires transportation, the parent or 911 will be contacted. Written emergency transportation authorization forms must be filled out by a parent or guardian before admission to the center is granted.

XXIV. ODJFS INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous location in our foyer for review. The toll free number for ODJFS Child Day Care Licensing is located on center's license.

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are kept in the licensing binder in the foyer for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluations forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.



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It is unlawful for the facility to discriminate in the enrollment of children upon 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.

XXV. CACFP NON-DISCRIMINATION STATEMENT

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

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.ascr.usda.gov/how-file-program-discrimination-complaint> and 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: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider, employer, and lender.