

# Parent Handbook

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**Oberlin Early Childhood Center**

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## WELCOME TO OBERLIN EARLY CHILDHOOD CENTER

Congratulations on making the right choice for your child. This parent handbook will provide you with an overview of our philosophy and commitment to working with children, as well as our operational policies. We are pleased that you have selected our center to be part of your child's growing years.

## ABOUT OBERLIN EARLY CHILDHOOD CENTER

Oberlin Early Childhood Center is a not-for-profit 501 (c)(3) organization that is operated by a Board of Trustees. The Board of Trustees role is to:

1. **Determine mission and purpose.** It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. **Select the chief executive.** Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. **Support and evaluate the chief executive.** The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. **Ensure effective planning.** Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. **Monitor and strengthen programs and services.** The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. **Ensure adequate financial resources.** One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
7. **Protect assets and provide proper financial oversight.** The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. **Build a competent board.** All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
9. **Ensure legal and ethical integrity.** The board is ultimately responsible for adherence to legal standards and ethical norms.
10. **Enhance the organization's public standing.** The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

In 2015, Oberlin Early Childhood Center became the lead agency in a community collaborative called Oberlin Kids. Together with our fourteen partners we work to develop solutions to ensure all children enter kindergarten ready to

learn. Oberlin Kids programming and services are available to all children and families residing in the Oberlin City School District or who plan to open enroll in the Oberlin City School District.

## MISSION

Nurturing the healthy growth of young children

## VISION

All children thrive!

## EDUCATION VISION

Oberlin Early Childhood Center is inspired by the work of Reggio Emilia. We strive to cultivate an atmosphere where:

- Teachers are inspired to grow in their competency and transform experiences into thoughts and reflections
- Children are viewed as competent learners who actively construct knowledge through exploration and experimentation with their environment.
- Families drive content of the learning environment through cultivated and sustained relationships.

## VALUES

Respect – We view respect as the foundation of every relationship.

Diversity – We see diversity as recognizing and valuing the richness of differences.

Collaboration – We collaborate to strengthen and optimize opportunities to achieve common goals.

Access – We are committed to enhancing access to opportunities for children, families, and staff.

Creativity – We believe that creativity empowers individuals and groups to reach their potential.

## HISTORY

The OECC was founded in 1968 as an experimental summer program for low-income families of preschoolers. Originally located in the basement of Christ Episcopal Church, the program moved within months to larger quarters in the basement of First Church. This low-cost program quickly became popular with families of all social economic backgrounds.

Before incorporation, the Center's fiscal agent was the Oberlin Consumers Co-op whose manager was James "Bill" Long. The Co-op also provided support for the Center through its "Causes Fund" now called the Bill Long Foundation. In 1973 the Center gained status as a nonprofit corporation and received its first United Way grant.

In 1973 it was clear that the growing program needed its own space. With the influence of Evan Nord of the Nordson Corporation, the Nordson Corporation Family Foundation agreed to build a facility on land located on East College Street. Ground was broken in 1975, and in April of 1976 the building was completed and the program moved to 317 East College Street. The Nord family's support continued through establishment of the Oberlin Early Childhood Center Fund and the Oberlin Early Childhood Center Building Fund, to offset the cost of building maintenance and utilities.

1987 brought questions regarding the direction of curriculum, professional development, and program oversight. The Nordson Corporation Foundation contracted with the High/Scope Foundation of Ypsilanti, Michigan to conduct a comprehensive critique of the facility and programming. The result was the implementation of a full time Program

Director to work in conjunction with staff to enhance the curriculum and center related activities.

OECC has seen many changes in the needs of its children and families, as well as funding streams. Federal funding cuts have made an impact on the program. The support of funds received from the City of Oberlin and Oberlin College as well as foundation grants helps to sustain the program. Contracts are in place with the Department of Jobs & Family Services of Lorain to provide tuition reimbursement for low-income families.

Through the years, OECC has remained an early childhood program that has focused on comprehensive quality services for families of all income levels. In January of 1998 the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children accredited OECC, giving it the hallmark of an exemplary program.

### DEPARTMENT OF JOBS & FAMILY SERVICES LICENSE

The State Department of Jobs & Family Services is the licensing body over child care centers throughout the state. OECC's child care license is posted in the lobby of the center. Licensing Specialists review the program one (1) time per year to ensure the center is in compliance with all rules and regulations. Reports are available for review in the lobby or on the Ohio Department of Jobs & Family Services website or by calling 1-800-686-1581.

### NATIONAL ACCREDITATION

OECC has been accredited through the National Academy of Early Childhood Programs of the National Association for the Education of Young Children since 1998. In 2013 OECC was accredited through The Association for Early Learning Leaders. Accreditation is awarded to exemplary early childhood programs that meet specific standards which includes:

- Qualified staff with degrees/credentials in early childhood or child development;
- An enriched, safe, healthy learning environment which supports all areas of child's growth and development: physical, social-emotional, cognitive, linguistic, and creative
- Respect for the diversity of children and families and inclusion of diversity in all aspects of the programs; and
- A meaningful partnership with families, including family participation in program decision-making and support for their primary role in the lives of their children.

### STEP UP TO QUALITY

Step Up To Quality is Ohio's voluntary quality rating system for licensed child care programs in Ohio. Step Up To Quality recognizes early care and education programs that exceed quality benchmarks over and above Ohio's licensing standards. OECC has been a star rated program since July 1, 2009. Some of the criteria our program had to meet included:

- Low child/staff ratios;
- Qualified staff members who receive ongoing specialized training;
- Solid administrative practices;
- Standardized curriculum and assessments.

More information about the Step Up to Quality program can be found at [www.stepuptoquality.org](http://www.stepuptoquality.org).



## EQUAL OPPORTUNITY

It is OECC's policy to provide equal educational opportunity to its clients, and equal employment opportunity to all persons without regard to race, color, creed, national origin, sex, or disability.

Our primary objectives are:

- No exclusion or segregation of persons from services because of race, ethnicity, or sex.
- No discrimination on the basis of race, ethnicity, or sex with regard to recruitment, hiring, position assignment, promotion practices, or other conditions of employment.
- No discrimination on the basis of race, ethnicity, or sex in the selection of member selected to serve on the Board of Trustees and/or other governing bodies.
- No contractual agreements for work or other services with agencies or firms that are in violation of state and federal regulations or current court ruling regarding equal employment opportunities.

The implementation of this policy will be the responsibility of the Executive Director in cooperation with OECC's Board of Trustees.

## PARENT QUESTIONS AND CONCERNS

If you have a question or concern about our program, we ask that you speak with the Executive Director. The Executive Director will work with you to resolve the issue. It is possible that our program may not be the best fit for all families. In the case that we are not able to meet the needs of the family and child we may recommend placement in a program that is able to meet the needs.

## CURRICULUM

Our research based curriculum, Creative Curriculum, supports OECC's philosophy and focuses on the role of the teacher in the environment as well as the importance of partnering with families and the community. The Creative Curriculum guides teachers to focus on observation and assessment to facilitate each child's interactions to maximize learning and development.

## DAILY SCHEDULE

Daily schedules are developed by classroom teachers to meet the needs of the children in the classroom. A sample daily schedule is outlined below with approximate times. Classroom schedules are posted in each classroom for parents to view.

6:30 to 8:30                      Arrival & Free Choice Play

8:30 to 9:00                      Breakfast

9:00 to 11:30	Centers/Small Group Activities/Gross Muscle Play
11:30 to 12:00	Lunch
12:00 to 2:30	Quiet Rest Time
2:30 to 3:00	Snack
3:00 to 6:00	Centers/Small Group Activities/Gross Muscle Play

\*Toileting schedules are based on each child's needs. Toileting/diapering takes place throughout the day.

## CENTER HOURS

The center is open Monday through Friday 6:30 a.m. to 6:00 p.m.

## SCHEDULED CLOSINGS

The Center is closed on the following days:

- One floating holiday
- Two days for New Year's Eve and Day
- Fourth of July
- Memorial Day
- Labor Day
- Two days for Thanksgiving (Thanksgiving Day and the Friday after)
- Two days for the Christmas Holiday
- 3 Professional Developments
- One Day in August for Center Cleaning - Date To Be Announced

If the holiday falls on a Saturday it will be observed on a Friday and if it falls on a Sunday it will be observed on a Monday. A calendar is distributed annually.

## UNSCHEDULED CLOSINGS

The Oberlin Early Childhood Center will close when it is determined that conditions are unsafe for young children, families and staff. OECC is NOT automatically closed if Oberlin Schools closed.

The reasons for the Center to close could be weather, building maintenance (lack of water or heat) or health related

issues (flu episodes). The Executive Director has the responsibility of deeming the conditions unsafe for children and closing the building. Parents will be notified by our OneCall system via the method they signed up to receive notifications by (phone, email, text). In the case the center closes due to an emergency, and your child was scheduled to attend that day, parents will still be responsible for tuition for that day.

## ENROLLMENT POLICIES

### PROGRAM OPTIONS

OECC provides full-day wrap-around early care and education services (5 day, 3 day or 2 day) for infants starting at 6 weeks of age, toddlers, preschool aged children, and school age, and full – day school-age, and summer school - age summer programming. OECC is not licensed as a drop in care facility. Children must be enrolled for a minimum of four consecutive weeks.

### WAITING LIST

When a slot is not available the child will be placed on the waiting list. Priority is granted to families who currently have children enrolled in the program.

### ATTENDANCE

Please call the office if you know your child will not be present. If a child is not in attendance for more than 2 weeks, and the parent has not been in contact with the center, the child will automatically be withdrawn from the program. In this case the deposit will also be forfeited.

If a child must be late, we ask that parents make every effort to bring their child into the center no later than 11:30 a.m. When a child is brought into the center after lunch it causes a can be difficult for the child to understand that it is not play time. According to licensing rules, all children must be on their cot in order to reduce our ratio in the classroom. This is important as this is the time when teachers take their well needed breaks.

### WITHDRAWAL FROM THE PROGRAM

Please note that the withdrawal process is considered for children who will be withdrawn from the center for more than a three (3) week period. Parents who receive subsidized child care through ODJFS please refer to the section in this manual on “Subsidized Child Care”.

Families must complete a Withdrawal form two weeks prior to withdrawing their child in order to receive their deposit. If the account has been paid in full, the deposit will be returned within 10 business days of the withdraw date. If the account has an existing balance, the deposit will be credited towards the final balance.

### LEAVE OF ABSENCE

Please note that the leave of absence process is considered for children who will not be in attendance for one to three months from the child’s last day of enrollment. If a Leave of Absence Form is completed two weeks prior to the leave of absence the deposit will remain with OECC in order to reserve the child’s slot. If your child does not return on the date of the Leave of Absence date, the deposit will be forfeited and the child withdrawn from the program.

## VACATION LEAVE

Please note that a leave for a vacation is considered for children who will not be in attendance for two weeks prior to the last day of attendance. Parents are encouraged to complete a Vacation Request form to inform the staff of the vacation. Children are still considered enrolled and tuition will continue to be billed while the child is on vacation.

## CHANGE OF SCHEDULE

Families may request a change of schedule by completing a Request for Change of Schedule form, available in the main office, and submitting it to the Enrollment Specialist. A child's schedule may not be used while on vacation. Approval of the change of status is based on the slots available at that time.

## RE-ENROLLING

Families who withdraw their child must complete a new enrollment packet and pay the \$25.00 application fee. The child's name will be placed on the bottom of the wait list if one exists for that classroom. See information on Deposits under the Enrollment section for additional information.

## TUITION POLICIES

### TUITION SCALE

Tuition is based on a sliding fee scale. Families must submit income verification for all adults in the household. In the case that two parents are separated, the income will be taken from both parents until court documents are submitted to provide documentation of alimony and/or child support payments. This may include the last two current pay stubs, retirement payments, social security, social security disability, alimony, and/or child support. W-2 forms or quarterly tax returns will only be accepted for business owners.

If a family's income decreases or increases at any time income verification must be turned in to re-verify the family.

Income will be verified for all private paying families two times per year. Families who do not submit proper income verification will be billed tuition at the highest level.

Tuition is billed based on each child's enrollment slot. Payment is due even when your child is not in attendance.

### TUITION DUE DATE

Invoices are provided to parents the 1<sup>st</sup> business day of every month. All tuition and parent co—pays must be received on or before the 10<sup>th</sup> day of every month. If the 10<sup>th</sup> falls on a Saturday or Sunday, tuition will be due the following Monday.

If payment is not made by the 10<sup>th</sup> of the month a \$25.00 late fee will be applied\*\*. A late fee of \$25.00 will also be applied every 30 days from the due date when tuition and late fees have not been paid in full.

A tuition payment box is located in the front office. We accept cash, checks, credit card payments (\*Please be aware of the fee charged when a credit card is used).

## TUITION ASSISTANCE

1. Government subsidy may be available through Lorain County Department of Jobs & Family Services, for low income families call 440-323-5726 or go to <http://jfs.ohio.gov/CDC/Page4.stm> to apply.
2. OECC provides tuition assistance through Scholarships that supports families as they transition off of government assistance or if there have been extenuating economic circumstances. To apply for scholarship assistance, obtain an application from the front office and turn it into the Executive Director with supporting documentation.

## OHIO DEPARTMENT OF JOB AND FAMILY SERVICES (ODJFS) SUBSIDIZED CARE

### AUTHORIZATION

Families who receive child care subsidy from the ODJFS are responsible for ensuring that OECC has a copy of their approved Lorain County Dept. of Job & Family Services authorization form. A copy of a current work and/or school schedule is also required.

### DEPOSIT

OECC does not require families receiving child care subsidy to pay a deposit.

### CO-PAY

The first two weeks of co-pay must be paid prior to the child enrolling into the program. Monthly co-pays must then be paid in accordance to our tuition policy [see tuition policy]. Late fees will apply to families who do not pay their monthly co-pay. Family's who have applied for county child care assistance but have yet to receive their authorization must provide current household income verification. The family's co-pay will be estimated using the most recent ODJFS parent co-pay chart. When the family is approved for child care services and if the co-pay is less an adjustment will be made towards the tuition as long as the Authorization form begin date is the same as the child's enrollment date. Otherwise the adjustment will be made towards the tuition that is authorized and the family will be billed according to the OECC sliding fee scale for the days not authorized. In the case the co-pay is higher the family will have until the end of the current month to provide the additional co-pay.

### SWIPE CARD SYSTEM

Families are responsible for swiping their child in and out each day on the swipe card system. If a parent missed a swipe, he/she will be informed and must swipe back within the date notified or the day will be billed to the parent at the highest tuition rate.

### CHANGE OF WORK OR SCHOOL STATUS

Families are responsible for informing OECC and their case worker if they are no longer employed or in the case that they are terminated from employment or change employers. Families who continue to receive child care subsidy and are not employed may end up having to owe Ohio Department of Job and Family Services tuition paid during the time spent not working. OECC is obligated under the contract to report any fraudulent activity.

## RE-VERIFICATION

Each family is responsible for scheduling their re-verification visit before their eligibility date is expired. If a family's eligibility date has expired the family will be charged tuition at the highest rate on the tuition scale. When the LCDJFS authorization letter is received the tuition will be adjusted to reflect the co-pay. In the case that there is a gap in the eligibility date it is the parent's responsibility to ensure that the LCDJFS authorization dates back to the last eligibility date or the child will be billed at the highest rate on the tuition scale.

## APPROVED HOURS OF ATTENDANCE

If your child is not at the center during your scheduled work and/or school hours as approved on the Authorization of Day Care, or, goes beyond the hours the Authorization of Day Care states you will be responsible for paying the amount ODJFS is not obligated to pay. For example if you receive full time subsidy, at 25 or more hours each week, and your child is only here 8 hours in one week, OECC will bill as many absence days allowed, but if it does not equal 25 hours, the parents will be responsible for paying the difference between our full time rate and what the center was paid for that week. It is **VERY** important to communicate with the office prior to taking vacations, etc. in order to not be billed tuition.

## MEETING AUTHORIZED HOURS

If you have not met the hours you are eligible to receive for more than 2 weeks or drop from full-time to part-time during your eligibility period we will withdraw your child from the county subsidy program and begin to charge you the private pay rate at the highest tuition rate on the sliding fee scale until income verification is determined.

## DISMISSAL DUE TO LACK OF PAYMENT

Families who are unable to make tuition payments by the 10<sup>th</sup> of the month are asked to speak with the Billing Specialist or the Executive Director to make payment arrangements. If payment arrangements have not been made or are not followed the child is at risk of being withdrawn from the program. Families carrying a balance over 60 days may have their child withdrawn from the center until the balance is paid in full.

## SIBLING DISCOUNT

There will be 10% tuition discount taken off of the oldest child's tuition and then every subsequent child for families with two or more children enrolled. The youngest child's tuition is never discounted.

## LATE PICK-UP FEE

A late pick-up fee will be charged after 6:00 p.m. at the rate of \$1.00 per minute per child. You will be invoiced the next business day for the late fee and needs to be paid by the 1st of the following month. If you anticipate that you will be late, please contact the office. Phone calls to notify of a late pick-up will not exempt a family from being charged a late fee

## NON-SUFFICIENT FUNDS (NSF) FEE

There is a \$30.00 charge for all checks returned from the bank for insufficient funds.

## VACATION, SICK DAYS, HOLIDAYS, EMERGENCY CLOSINGS, & PROFESSIONAL DEVELOPMENT/CLEANING DAYS

Families are billed tuition on a monthly basis which includes their vacation, sick days, holidays, OECC professional development days, and on the occasion that the center needs to close due to an emergency or harmful weather conditions.

### REGISTRATION FEE (APPLIES TO PRIVATE PAYING FAMILIES ONLY)

OECC accepts applications for enrollment year round. Acceptance into our program is limited by space availability and completion of all necessary paperwork. There is a \$25.00 (maximum \$50.00 per family) non-refundable application fee per child that must be paid each time a child enrolls.

### DEPOSIT (APPLIES TO PRIVATE PAYING FAMILIES ONLY)

A \$200.00 deposit per child (\$400.00 maximum per family) will be accepted no more than three (3) months prior to when the child is anticipated to start.

### FIELD TRIP COSTS

There may be a time when parents are asked to contribute funds toward an outing, field trip, or special event/activity.

## CHILD SUPERVISION POLICIES

### TEACHER / CHILD RATIO & GROUP SIZE

Below are the ratios OECC staff follow. These ratios are lower than the minimum ratios required by the Ohio Department of Job and Family Services. Group size does not always indicate the number of children in a classroom.

<u>Age</u>	<u>Ratio</u>	<u>Group Size</u>
6 weeks – 1 year	1:4	8
1 year to 2 years	1:5	8
2 years – 3 years	1:6	12
3 years – 5 years	1:10	20
4 years – 5 years	1:11	22

### SUPERVISION OF INFANTS/TODDLERS/PRESCHOOLERS

At no time will a child be unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in an area of the classroom, or in an administrators office, but in sight and hearing of a staff member at all times.

## ARRIVAL AND DEPARTURE OR DROP OFF AND PICK UP

Parents MUST accompany their child into the classroom. Children may not be dropped off at the entrance of the building, sent into the building alone, or by a sibling under 16 years old. Staff must be made aware of your child's presence at arrival and before departure. Parents are responsible for the supervision of their child before and after pick up. No child is permitted to be passed over the playground fence for pick-up or drop off.

We recognize that on occasions children may want to visit another classroom. We ask that you please respect the teacher's responsibility to supervise the children.

In the case that you must bring a sibling in with you to pick your child up we ask, for their safety, that they stay with you and do not play in the classroom, in the muscle room, or on the playgrounds.

## SIGN IN AND OUT RESPONSIBILITIES

Parents or those responsible for drop off and pick up must use their 4 digit code to clock their child in and out on the computer in the lobby. If you should forget the 4 digit code any office staff can assist you. Please do not allow your child to clock in and/or out.

## RELEASE OF A CHILD

Staff will release children to a person sixteen years or older listed on the Authorized Pick-Up form.

If an emergency arises and the parent must have someone who is not listed on the Authorized Pick-Up form pick their child up, the parent must provide verbal or written permission with the person's name and phone number that will be picking the child up.

The first time someone other than the regularly scheduled person picks the child up they must report to the office and show valid photo identification prior to signing the child out. If the person does not have photo identification they will not be allowed to pick the child up. Please let your designees know to bring photo identification ahead of time so that they do not forget their ID or take offense. Children's safety is our priority.

Staff will NOT release a child to anyone who appears to be under the influence of drugs or alcohol. In this case an emergency contact will be contacted to pick the child up. Police will be notified if necessary.

## CUSTODY AGREEMENTS

A parent or legal guardian of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent. In the case that the center has not met the parent he/she will be asked to provide a State ID prior to visiting or picking up their child.

At no time will OECC enforce a parenting or a visitation schedule.

## PROTECTION ORDER

IF, AT ANY TIME, A PROTECTION ORDER IS FILED FOR A PARENT/GUARDIAN/FAMILY MEMBER OF A CHILD ENROLLED AT THE CENTER, THE PARENT MUST PROVIDE DOCUMENTATION OF THE PROTECTION ORDER. IF THE PERSON THE PROTECTION ORDER



HAS BEEN MADE AGAINST ATTEMPTS TO HAVE CONTACT WITH THE NAMED CHILD THE OBERLIN POLICE DEPARTMENT WILL BE CONTACTED. THE PARENT WILL BE NOTIFIED AFTER THE INCIDENT AND A INCIDENT FORM WILL ALSO BE COMPLETED AND PROVIDED TO THE PARENT UPON PICK-UP.

### CHILDREN ARRIVING TO THE CENTER FROM OTHER PROGRAMS

At times it may be necessary for a child to arrive at the center from another program such as the public school program. If a child is scheduled to arrive and does not, we will first contact the parent then to see if the child was at the program that day, and then contact the program they were to have arrived from. We will then consult with the parent to determine if any further action is needed. For this reason it is very important that the parent contact the center when their child will not be attending the program they are arriving from.

### CHILDREN TRANSITIONING INTO ANOTHER CLASSROOM

You will be notified when your child is ready to transition to the next classroom or you have the right to request for your child to be transitioned. If a parent requests for their child to be transitioned their interest will be accommodated if there is a slot in the room and the child is developmentally ready.

As part of the procedure center staff will develop a transition plan. This plan will include the beginning and end date of the transition schedule and include goals for the child to support his/her transition. The plan will be signed by the parent.

### TRANSPORTATION

The center does not own or operate a bus, van and does not participate in carpools. The center will NOT transport children in the case of any emergency. If a child requires transportation the parent or emergency transportation will be contacted.

## EXTRA-CURRICULAR PROGRAMMING

### FIELD TRIPS

Children may participate on field trips where transportation is provided by the school district or a transportation company.

Before any child participates in a field trip the parent's written permission must be obtained. Before departing the center each child is given a tag with the center's contact information. For safety reasons the child's name will not be placed on this tag. A count is taken of all children on a separate attendance sheet. Upon arrival at the destination, another count will be taken of the children to ensure that all arrive safely. This process will be repeated upon leaving the destination and returning to the center. During the field trip each staff member will be designated children that they will be responsible for supervising.

### ROUTINE WALKING FIELD TRIPS

All classrooms participate in walking field trips to places in the community that may include, but not limited to, the

various parks throughout Oberlin, the library, Tappen Square, Oberlin Bowling Alley, New Union Center for the Arts, IGA, the Post Office, local parks, Police Station, Fire Department, Eastwood, Bike Path, Local Restaurants, Downtown Oberlin, and the Allen Museum. All parents must sign a permission form for their child to participate in routine walking fieldtrips. First aid kits along with a staff member trained in first aid attend all walking field trips. Attendance sheets are taken on every walking trip to account for the children.

## SWIMMING

The center does not participate in swimming activities in standing water. The children will participate in water play such as running through sprinklers and playing in water tables. Please remember to bring bathing suits, towels, and non-aerosol sunscreen for your child. Parents must also have a medication form completed in order for the teacher to apply sunscreen on each child.

## OUTDOOR PLAY

Outdoor play will be provided each day in suitable weather for toddlers, preschool, and children in attendance for four or more consecutive daylight hours.

Parents are reminded to dress their child appropriately during cooler weather. Outdoor time will be cancelled as the result of inclement weather conditions, hot weather advisories, wind chill, ozone levels, pollen count, lightening, or unsafe environmental conditions.

## MUSIC & MOVEMENT

All toddler, preschool, pre-kindergarten children take Music and Movement class at the center 1 time per week. This class is included in the cost of tuition. This class is taught by Oberlin College Visiting Professor, Holly Handman-Lopez. She (or as the children know her "Mrs. Holly"). She concentrates on age appropriate movement skills, cooperation, taking turns and having fun with music and movement. She encourages the children's creativity and has them engage with each other socially through the movement and music activities. The children learn songs and dances, play games where they move like animals, explore opposites in movement: fast/slow, high/low, large/small, dance with props: streamers and ribbon sticks, navigate obstacle courses, and improvise movement inspired by diverse forms of music, poetry, nature, visual art, stories, and props. The children are encouraged to volunteer ideas, movements, gestures, words, and solutions to devised physical challenges in order to access and promote their individual creativity. Every day Holly facilitates games and exercises are designed to: warm-up each child's body, develop their ability to focus, promote leadership and creativity, encourage cooperation, and cultivate listening skills

## CHILD GUIDANCE

We believe that helping a child obtain self-control is very important. Our hope is for each child to learn self-discipline through careful guidance. Your child will be treated with love and respect. If your child is treated with respect they learn to treat others with love and respect. Our expectations will be kept within the children's abilities and the children

will be made aware of these expectations.

Positive reinforcement (commenting on children doing the “right” thing) and modeling the correct behavior will be used.

A toddler or preschooler may be asked to sit for a short time (no more than one minute for each year of the age of the child) to give the child a chance to regain self-control if they are having a difficult time. When the child returns to the activity the staff must review the reason for the separation and what behavior is expected. These rest periods 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 policy applies to all parents and staff while at the center.

If a child demonstrates behavior that requires “extra” attention from the staff, we may choose to develop and implement a behavior management plan. This would be done in consultation with the parents and consistent with the requirements of Rule 5101:2-12-22 OAC which state:

Child care staff members shall:

- Use developmentally appropriate techniques suitable to the children’s ages and relevant to the circumstances; such as but not limited to:
- Setting clear limits
- Redirecting the child to an appropriate activity
- Showing children positive alternatives
- Modeling desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior by solving problems and talking things out.

All staff members shall NOT:

- Abuse, endanger, or neglect a child
- Utilize cruel, harsh, unusual, or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Place children in a locked room or confine children in any enclosed area
- Confine children to equipment such as cribs or high chairs
- Humiliate, threaten or frighten children
- Subject children to profane language or verbal abuse

- Make derogatory or sarcastic remarks about children or their families
- Withhold food, rest or toilet use
- Punish an entire group of children due to the unacceptable behavior or one or few
- Isolate and restrict children from all activities for an extended period of time

## FOOD PROGRAM

### FOOD PROGRAM VISION

OECC cooks as much of our food from scratch as we are able. We use the freshest ingredients available to maximize nutritional content and limit processed foods. We continually educate ourselves on agricultural and business practices to make conscious decisions when purchasing food.

### MENU PLANNING

The Food Program Manager is responsible for planning menus that (1) meet one-third of the recommended daily dietary allowances as most recently specified by the USDA CACFP, (2) include individual meal plans for children with religious or medical needs, and (3) periodically represent a variety of cultures. All menus are based off of our rotating seasonal four week menu. All menus are posted in the lobby and in every classroom.

### MEALS

Children receive USDA approved meals and portion sizes for breakfast, lunch, and snack. OECC provides the breakfast, lunch and snack. A menu is made available for all parents and is also posted in the lobby.

Please do not bring in individual snacks for your child unless your child has an Individual Meal Plan.

Breakfast service begins at 8:15. If a child arrives after breakfast is served the center is not responsible for serving that child. If you plan for your child to eat breakfast at the center please make sure your child arrives no later than 8:45.

Children begin to eat lunch at 11:45 for all classrooms except the Pre-kindergarten where it is served at 12:00. If you plan for your child to eat lunch he/she must be present before at the time lunch is served. Snack is served between 3:00 and 3:30. Children who are present on site after 5:00 may be given an additional snack, upon request.

### USDA FOOD PROGRAM

The U.S. Department of Agriculture prohibits discriminations against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identify, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Compliant Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office

of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individual, who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800) 221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline number by State) ; found online at [http://fns.usda.gov/snap/contact\\_info/holines.htm](http://fns.usda.gov/snap/contact_info/holines.htm).

USDA is an equal opportunity provider and employer.

## INDIVIDUAL MEAL PLAN

At enrollment parents are provided with options for meal plans for their child: standard meal plan, vegetarian meal plan, individual meal plan for medical or religious reasons, and packing.

In the event a child requires an individual meal plan for a religious or medical reason, an Individual Meal Plan Form will be written for the child by the Food Program Manager in collaboration with the parent. Individual meal plans for medical reasons need a note from the child's doctor explaining the medical condition and the necessary food modification. Individual meal plans for religious reasons require a letter from the parent stating the food modifications to be made. Parents should allow 5 business days between communicating that their child needs an individual meal plan and the plan being implemented. OECC does not serve individual meal plans for personal preferences, including health-based preferences.

All parents are welcome to pack their children's food. If a parent chooses to pack, they must pack all of the food for the child and follow all CACFP rules.

## MEAL EXPERIENCE

Our teachers make every effort to ensure that mealtime is pleasant and a social learning experience. They will model table manners and trying new foods for the children as they enjoy lunch with the children.

### Infants

Infants are held during bottle feeding and spoken to in reassuring tones. Older infants are encouraged to feed themselves as their abilities allow (ex: use utensils, pick up finger food, and choose which food to eat next.)

### Toddlers

Toddlers are encouraged to feed themselves as their abilities allow and are encouraged to assist in cleaning up as their abilities allow (ex: throw away napkin, help wipe up spills).

### Preschool

Children are encouraged to serve themselves as their abilities permit (ex: set tables, put out napkins, scoop food using spoon, pour milk from child size pitchers, etc.)

### School Age

Children serve themselves and assist in cleaning up.

## FOOD OR INGREDIENTS BROUGHT FROM HOME FOR A CELEBRATION OR BIRTHDAY

OECC welcomes the opportunity for families to celebrate their child's birthday or any other special occasion (e.g.: transitioning, going to kindergarten, etc.). Please consider celebrating your child's special day with non-food options. Speak with your child's teacher for ideas.

If you do choose to celebrate your child's special day with food we ask that you do NOT bring in cake, cupcakes, cookies, etc. We ask that all food brought in for celebrations are healthy. All food brought to the center must be store bought, not opened, and have the ingredients listed on the label. If you choose to bring in food for the children to make fruit kabobs, yogurt parfaits, applesauce, veggies and dip, fruit muffins, etc. are great ideas.

## INFANT FEEDING PLAN

When you enroll your child into our Infant Program you will meet with the teacher to develop a Feeding Plan. This Feeding Plan will be updated as your child grows and their feeding needs change. It is important for you to be in constant communication with your child's caregiver in order for your child to have a successful feeding experience while they are in our program.

As soon as your child is showing signs of readiness for solid foods, your child's Caregiver will ask to meet with you to develop a feeding plan. If you believe your child is ready for solid food please speak with the teachers. When a baby is mature enough to begin learning to eat from a spoon when they can:

- Hold their necks steady and sit with support,
- Draw in their lower lips as a spoon is removed from their mouths, and
- Keep food in their mouths and swallow it rather than push it back out on their chins.
- Babies show disinterest by:
  - Leaning back
  - Turning away
  - Pushing the food out of their mouths
  - Sealing their lips
  - Playing with the food
  - Pushing the spoon away
- If you would like to begin your child on solid foods and they are younger than four months of age you must have a doctor's note indicating your child may begin to eat solid food. Feeding solid foods too early may increase the risk that babies will choke on food, develop food allergies or intolerances, or consume less breast milk/formula in order for proper growth.
- If your child reaches six months of age and have yet to start solid food the caregiver will meet with you as research shows that delaying the introduction of solid foods beyond when they are developmentally ready will increase the risk that babies will not learn to eat solids properly, become malnourished, develop iron-deficiency, and not grow normally.
- It is our policy that foods is introduced one at a time so that we can monitor for reactions. We begin first with cereal, then vegetables, fruit, cheese, meat, yogurt, etc. It is best to follow the same plan at home.
- Parents of children who were premature, had multiple hospitalizations, low birth weight, failure to thrive, have cleft lip/palate, a medical condition such as cerebral palsy or down's syndrome, a neuromuscular delay, or has not eaten by mouth for a long time need to consult with their physician prior to the center introducing solid foods. Approval to begin feeding the infant solid food must be in writing from the physician.
- OECC will provide baby food. Parents may bring in their own baby food, however it must be provided in a sealed container with the child's name and date it was made written on the container. Formula or store bought food brought from home must be provided in a sealed container.

- An infant menu is available for viewing in the infant room. Once a child has completed the feeding plan, but not until 11 months, the child may begin to be served items from our non-infant menu.

## INFANT FEEDING – BOTTLES

Parents of infants must bring in a sufficient amount of bottles for at least one days use. It is recommended that at least four bottles are kept at the center. OECC will label the bottles, wash, and sanitize them after each use. Please be aware of when your child may need a new nipple for the bottle and update the supply at the center.

## INFANT FEEDING - STORAGE AND PREPARATION OF BREASTMILK & FORMULA

OECC strongly encourages parents to provide their children with breast milk. Prior to enrollment all parents of infants must complete the Infant Meals – Parent Preference USDA form. This form identifies the parent’s preference for formula, breast milk, and solid foods.

Parents who wish for us to provide their breastmilk will need to provide it in a container that is labeled with the infant’s name and date the milk was expressed. Parents will place the breastmilk in the infant’s bin either in the freezer or in the refrigerator in the infant classroom. Caregivers will look to the storage guidelines to determine if expressed milk can be given. The guidelines include:

- If at room temperature (up to 78 degrees) = 6-8 hours
- Refrigerated (39 degrees or lower) – up to 5 days from date milk expressed
- Freezer with separate doors from refrigerator – no more than 3 months from date expressed

We encourage expressed milk to be frozen in an effort to conserve it for a longer period of time.

If parents select to have their child fed formula, they will be provided with Similac Early Shield Advanced unless indicated on a CACFP Infant Meals Parent Preference Letter. In the case that parents indicate a different brand of formula, they must bring in the formula as needed.

## INTRODUCING MILK

Whole cow’s milk will be introduced to infants at 12 months of age in a cup. If children are breastfed, the introduction of whole milk will be at the mother’s discretion. Breastfed children may continue to receive breast milk in a cup. 1% milk will be provided to all children over 2 years old.

## HEALTH & SAFETY POLICIES

### FIRST AID & CPR ADMINISTRATION

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 TLC.

In the case the injury/illness is assessed as being more severe, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action.

In the case an 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, given the parent has given permission to transport the child to the hospital. In the case that a parent has not given permission to transport the child, EMS will still be contacted to provide treatment to the child until the parent arrives at the center and determines the course of

action. Under no circumstance will staff transport children in their vehicles.

### ABUSE REPORTING REQUIREMENT

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they must make a report to the local children's services agency.

### INCIDENT REPORTING

In the event of any of the following occurring you will be contacted that same day:

- 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 EMS; or
- An unusual or unexpected event occurs which jeopardizes the safety of the child.

The person picking your child up will receive a copy of the incident report and asked to sign the report.

If a child requires emergency transportation, the report shall be available 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 incident, injury, or illness". The report will be provided to licensing staff within 3 days of the incident.

### CHILDREN'S COMPREHENSIVE MEDICAL SCREENING

Preventative care is the key to keeping children healthy. In addition when you have an established medical provider it is easier to access care when your child becomes sick.

OECC requires children ages six weeks until Kindergarten age must have a documentation of a medical exam on the required form on file within 30 days of enrolling and every 13 months thereafter. School-age children who attended a school that did not require comprehensive health screenings at the time of enrollment must provide an up-to-date medical at time of enrollment. The comprehensive screening must include vision, dental health, height/weight (BMI), hearing, blood lead, and hemoglobin levels. Your child will not be able to attend if they do not have a current medical on file.

Parents are provided with a chart listing the American Pediatric Association's recommended upon enrollment and 30 days prior to their child's medical expiring. However we suggest that you contact your child's physician before then to schedule an appointment as it may take longer than 30 days to get an appointment. We encourage you to be an advocate for your child and request the required screenings. In the case your insurance does not cover the screenings please let us know as we can provide you with resources to access care. In the case that the pediatrician did not identify if a child had the required screenings, parents will be notified and recommended to follow-up with the pediatrician. If the child's medical indicates further screening or assessment parents will also receive notification and resources to support them.

### CHILDREN'S HEALTH INFORMATION ("CEHI" FORM)



It is essential for our staff to have knowledge of your child's health status. All children must have a Health Information form on file and update it annually. Parents will be sent a notice to notify them their form will expire. If the Health Information form is not updated your child will not be able to attend until it is updated.

## IMMUNIZATIONS

Children, six weeks through Kindergarten age, must have up-to-date immunization record to be enrolled and provide documentation of immunizations throughout the year (as scheduled). School-age children who attended a school that did not require comprehensive health screenings at the time of enrollment must provide an up-to-date medical at time of enrollment.

If the parent has religious, philosophical, or moral beliefs that are opposed to such immunization. The parent must submit written documentation stating the reason why they oppose immunizations. If it is for a medical reason a letter from the doctor stating why the child is unable to be immunized. If a child is exempt from immunizations and there is a confirmed communicable disease breakout at the center for which the child would have been immunized against, the parent must remove the child from care for double the recommended timeframe including incubation period.

## VISION SCREENING

All 3, 4 and 5 year old children will receive an annual vision screen by a certified professional. Parents will be notified of the date the screening will take place and provide with the results after the screening. School-age children who attended a school that did not require/conduct vision screening at the time of enrollment will also be screened.

## DEVELOPMENTAL SCREENING

Screening young children is an effective, efficient way for professionals to catch problems and start treatment when it does the most good—during the crucial early years when the child's brain and body are developing so rapidly.

Developmental screening is the practice of systematically looking for and monitoring signs that a young child may be delayed in one or more areas of development.

Screening is not meant to establish a diagnosis for the child but rather to help professionals determine whether more in-depth assessment is called for. In most cases, screening *rules out* the likelihood that further assessment is needed

All children enrolled will be screening using the Ages and Stages Questionnaire (ASQ) within 45 days of their first day enrolled (not to include transition days) and annually near their date of birth. Parents will be provide with the results. In the case the results indicate further evaluation needs to be conducted a meeting will be scheduled to discuss the results and next steps. In the case you are enrolled in the Oberlin Kids program you will meet with the Oberlin Kids Coordinator to review the results. If there is a concern your child's teacher may be asked to join the meeting.

## CONSENT FOR RELEASE OF HEALTH & DEVELOPMENT INFORMATION

There are times when OECC may need to share health and/or development information with another organization or school if the child is receiving further assessment or during transitions. OECC will never disclose information about your child's health or development to any other organization without your written consent, unless court ordered.

## TEETH BRUSHING

Dental health is important for more than just a child's teeth. Dental health impacts a child's overall health because it prevents the onset of other illnesses and diseases. Children have not yet developed the coordination or fine motor skills to brush effectively. OECC values that teaching personal hygiene is important and provides children (over the age of 1) the opportunity to brush their teeth after breakfast with water and a toothbrush. However, brushing at school should never replace the need for a parent to practice good hygiene skills with their child at home.

## MANAGEMENT OF CHILDHOOD ILLNESSES & HEALTH CONDITIONS

### MANAGEMENT OF COMMUNICABLE DISEASE

OECC 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 illness at the beginning before their immune system becomes active. We observe all children as they enter the program to quickly assess their general health. We ask that you do NOT bring a sick child to the center; they will be sent home! Please plan ahead and have a back-up care plan in place if you are not able to take time off from work/school.

OECC staff is trained to recognize the signs and symptoms of various communicable diseases. They have been trained in and practice proper hand washing and disinfecting procedures. In event of an outbreak of a communicable disease, OECC will notify parents in writing.

### CHILDREN SENT HOME DUE TO ILLNESS

A child with any of the symptoms listed below will be immediately isolated and discharged to the parent or emergency contact; children that are sent home for any of the following will need to be symptom free for at least 24 hours, without fever reducing medication, before returning to the center. Medication for such illnesses must be given for 24 hours prior to returning to the center.

1. Temperature of at least 100 Degrees Fahrenheit when in combination with any other sign or symptoms of illness;
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
7. Untreated infected skin patches, unusual spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies, or other parasitic infestations
11. Sore throat or difficulty in swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Any child demonstrating sign of illness not listed above will be isolated and carefully observed for symptoms. The family will be notified. If a child does not feel well enough to participate in center activities the parent will be informed that the child needs to be sent home.

## MEDICATION ADMINISTRATION

OECC will only administer medication when it has been proscribed by the child's physician and written documentation is provided. This does not include topical lotion or diaper creams.

Under no circumstance will children ever be able to keep medication, lotion, sunscreen, Chapstick, or diaper lotion on their person's at any time.

## ADMINISTRATION OF PRESCRIPTION MEDICATION

Medication must be its original container and administered in accordance to instructions provided by the physician's orders/prescription label. OECC will not give the first dose of any medication to a child.

## ADMINISTRATION OF TOPICAL LOTIONS & DIAPER CREAM

Staff may apply non-aerosol sunscreen or insect repellent, ointment, Chapstick, or diaper rash cream if a medication administration form is completed and the sunscreen or repellent is stored in its original container. Diaper rash cream may only be used for preventative purposes and may not be used more than 14 consecutive days in a row.

## FOOD SUPPLEMENT

If your child requires a food supplement or a modified diet that restricts one or more food group, you must secure written permission from your physician. In addition the parent must also complete a health care plan. Refer to the section on Health Care Plans. Parents have the option to supplement their child's meals as long as the meal meets USDA requirements.

## CHILDREN WITH HEALTH CONDITIONS

In the case that a parent indicates in the health form, that care needs to be provided for a child who has an ongoing health condition that requires child specific care or requires a medical procedure they will complete a Child Care Plan for Health Conditions or Medical Procedures with the Office staff. If training is needed they will need to train staff. All plans need to be updated annually, or when the child transitions, or if the condition changes.

## EVACUATION & BAD WEATHER DRILL POLICIES

In the event of a fire, gas leak, tornado, etc. staff will follow the center plan. In order to prepare children for the unlikely evacuation, the center conducts monthly fire drills, monthly bad weather drills from March through September, and quarterly lock down drills.

Should there be a need to evacuate due to fire, weather conditions, loss of power or water to the center, our emergency destination is located at Eastwood School located at 198 East College Street, Oberlin Ohio (440) 775-3473. In this case you will be contacted and notified to pick your child up at Eastwood School. When school is not in session

the destination will be the Oberlin Senior Center located at East College Street. If parents cannot be reached we will contact the person listed on your emergency contact list. If we are able to return to OECC parents will be notified of the evacuation in writing upon pick-up.

In the unlikely event of an unauthorized person enters the building with the intent to abduct a child a building “lock down” will occur. Each teacher will be alerted and will proceed to follow the emergency procedures. In this case parents will be notified of the lock down in writing upon pick-up.

## OTHER INFORMATION

### PARENT INVOLVEMENT

We value the involvement of families in the development of their children. Parents are welcome to visit their children at any time, including joining their child for lunch or snack or volunteering in the classroom. Parents are encouraged to participate in classroom and center wide activities when possible.

### PARENT VOLUNTEER

If you are interested in volunteering please contact the Executive Director. All volunteers who plan to volunteer more than four (4) time per year will be taken through an orientation, have their fingerprints taken, and obtain the required paperwork by the Ohio Department of Job and Family Services.

### PARENT CONFERENCES

Teachers communicate with parents on a daily basis and welcome questions, comments, or suggestions. Formal Parent Teacher Conferences are held two times per year to discuss your child’s progress and goals. Additional conferences can be requested by both parents and teachers for mutual discussion to support the growth of your child.

### DAILY HEALTH REPORT – CHILDREN UNDER 18 MONTHS OF AGE ONLY

A daily report is filled out and is provided to each parent at pick up. This will give you brief, but important information on what happened during your child’s day at the center.

### CELEBRATION OF BIRTHDAYS AND SPECIAL OCCASIONS

OECC welcomes the opportunity for families to celebrate their child’s birthday or any other special occasion (e.g.: transitioning, going to kindergarten, etc.). Please consider celebrating your child’s special day with non-food options. Speak with your child’s teacher for ideas.

If you do choose to celebrate your child’s special day with food we ask that you do NOT bring in cake, cupcakes, cookies, etc. We ask that all food brought in for celebrations are healthy. All food brought to the center must be store bought, not opened, and have the ingredients listed on the label. If you choose to bring in food for the children to make fruit kabobs, yogurt parfaits, applesauce, veggies and dip, fruit muffins, etc. are great ideas.

### TOILET TRAINING

The center will work with families to develop a potty training plan when the child begins to show signs that they are ready to be potty trained. The child's teacher and/or parent may request to develop the plan. The plan will be modified as needed per the request of the teacher or parent.

## DIAPERING STATEMENT

OECC's policy is to check diapers every ½ hour for children under the age of three and every hour for children over the age of three. For the health, wellness and safety of the children at OECC, we do not allow for the use of cloth diapers while your child is at the center. Only disposable diapers are permitted at the center and need to be supplied by the family. OECC supplies the wipes.

In the case that a child has soiled their clothing at the center, his/her clothes will be placed in a bag and sent home to be washed.

## APPROPRIATE DRESS

Children participate in a variety of activities, many of which require them to move freely. We suggest that you send in your child in clothes in which they can move around freely in. We also spend time outside when weather permitting. We ask that you send your child in shoes that are safe for them to play in. Dress shoes or flip flops are not appropriate shoes.

## USE OF TECHNOLOGY IN THE CLASSROOM

Appropriate use of technology including interactive media depends on the age, developmental levels, needs, interests, linguistic background, and abilities of each child. Use of interactive media will be limited for children under age 2. The amount of screen time at school is considered when using interactive media with children at any age. (Fred Rogers Center for Early Learning & NAEYC, 2012; AAP, 2009)

OECC will prohibit the use of television, videos, DVD's as a passive form of media for children younger than 2, discourage and limit the use with children ages 2-8. (Fred Rogers Center for Early Learning & NAEYC, 2012; AAP, 2009)

When technology including interactive media are used wisely, thoughtfully, and considered as tools to enhance educational programming; teachers can support learning, relationships, and development in the early childhood setting.

Technology will be used in a developmentally appropriate manner where the teacher's role and guidance is critical. OECC provides policies and training to the teachers to guide their decisions and use of technology as tools to enhance daily experiences that support the growth and development of the whole child.

Fred Rogers Center for Early Learning & NAEYC. 2012. *Position Statement-Technology and Interactive Media as Tools in Early Childhood Programs Serving Children Birth through Age 8*. American Academy of Pediatrics. 2009. *Caring for Your Baby and Young Child*.

## SCHOOL-AGE HOMEWORK

We believe that when a child has homework it gives you an opportunity to be involved in their education. In fact,

research clearly shows that children are more likely to succeed in learning when their families participate in school or other learning activities, including helping them with homework.

We support your child completing their homework at OECC by providing quiet time. Our teachers will provide tools for them to find answers to their questions or suggest they refer to their textbook but at no time will they provide answers or grade your child's homework. Children that do not have homework or prefer to save it for home will be provided opportunities to work on quiet educational activities, complete puzzles, read books, etc.

Lastly, we also believe that information your child brings home from school should be kept confidential, as a result, only your child will have access to his/her book bag. OECC employees will never access your child's backpack. Please make sure you check the mailboxes located on the wall outside the office for OECC information.