

# Welcome to G-Ma & Pa's Daycare

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## Mission Statement

G-Ma & Pa's mission is to provide affordable daycare to diverse families within the Lebanon community. We provide a wide range of age appropriate learning opportunities for children from to develop and grow intellectually, socially, and emotionally, while also learning the physical skills necessary for day to day life.

## Philosophy

G-Ma & Pa's is dedicated to providing a warm and loving family environment for children. With our smaller size, we are able to give quality, individualized care to families at affordable prices. Many basic child care necessities are provided at no additional to help reduce some of the stress for families where finances are an issue. As we view G-Ma and Pa's as a family, the importance of family bonds cannot be understated; siblings are encouraged to interact with one another, and we want everyone involved children, parents, and staff alike to feel like they are part of our extended family. Children here are encouraged to be children; we do not believe they are small adults. The individual progress, growth, and development of every child is important to us. The environment at the Center promotes learning while having fun during the process. Through a mixture of hands on experiences, group activities, and individual play, our children develop the intellectual, social, emotional, and physical skills necessary for all aspects of life and growth. Parent comments and suggestions are encouraged and are taken into serious consideration as we continually adapt to new challenges. The children are not the only ones who are engaged in the learning experience all of our staff and parents also learn from the children.

The following are the basic goals for the children who are in our care:

### Emotional:

- to become independent and learn to be in control of their emotions
- to be able to express and deal with the emotions they have
- to learn how others express and deal with emotions
- to develop empathy with others

### Social:

- to be able to interact effectively with others, regardless of perceived differences
- to be able to respect others and the property of others
- to be able to function well in a group setting
- to be able to understand why they should cooperate with others
- to be able to develop meaningful friendships

### Physical:

- to develop large and small motor skills
- to learn the importance of good nutrition and good hygiene
- to develop lifelong, healthy habits

### Intellectual:

- to develop a lifetime love of learning
- to learn observation and discussion skills
- to build a love for reading
- to build upon natural curiosity

The purpose of this Handbook is to outline the policies and procedures under which we operate as a licensed child daycare center.

## **Enrollment Procedures**

To complete enrollment for your child at the Center, you will need to visit the Center with your child. You will need to fill out an enrollment packet with information as required for the State of Ohio.

\*Your child will not be accepted without ALL forms completed and the **registration fee paid**.

\*All immunizations must be up to date for your child's age. If you decline to have your child immunized against the disease for reasons of conscience, including religious convictions, a written statement must be provided.

\*A new medical statement must be obtained yearly.

## **Payment Policy/Attendance ( cash or check )**

**Option One:** Payment is due on Monday of each week or on the Friday prior to the week attending daycare. If payment is received after Tuesday of each week, a \$20 late fee will be charged and your child will not be able to attend until full payment is received.

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**Option Two:** Payment is due on the first business day of each month or on the first day of the month attending daycare. If received after the second business day of the month a \$40 late fee will be charged. It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance.

Your daycare tuition will remain the same through your child's first day of enrollment to their last except in the following scenarios.

(1)When graduating from Infant class (12–17 Months) to Toddler/Preschool class (18 Months +).

(2)When changing contracted days of attendance.

(3)Stopping and then restarting paid attendance in our daycare. In all scenarios your new payment will default to the current price of the newly enrolled schedule.

The following paragraph only pertains to part-time schedules. Unfortunately, we cannot switch around your child's scheduled days of enrollment on an occasional or semi-occasional basis. In other words, your days contracted are your days and cannot be altered on a weekly basis. If you feel you need and/or want a more flexible schedule then you may want to consider adding days or going to full time.

However, keep in mind you can also pay for extra days on an as needed basis for the cost of your current average daily amount.

## **Non Sufficient Checks**

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks. Recurring non sufficient checks will result in a payment method of money order, credit card, or cash only.

## **Late Pickup Policy**

If your child is picked up after 6:30pm there will be a late charge assessed of \$1.00 for every one minute over (unless prior arrangements have been made). Please be courteous and arrive on time. After hours is time with our family.

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## **Transitioning:**

**Transitioning into the center** can be difficult and may take time for both parent and the child to adjust to. However, with good communication between parents and caregivers, and the development of an established routine, the family will make it through this period without lasting trauma. The separation process may continue to be difficult at times, but both the parent and child will know that it is temporary. In time, the separation period provided by day care may provide benefits to the child and the parents, and encourage both to treasure their time together that much more. We schedule a tour with the parent and encourage them to bring their child. That way the child can be familiar with the center, his/her teacher, and classmates prior to the first day. We do a walk-through of the facility and we go over the structure, policies, and procedures of the program. We explain to the parents our curriculum and show them our parent center board in the classroom that will explain what their child will be learning for the day. Once the tour is complete and the parent is satisfied with our facility, and want to enroll their child. We provide the parent with an enrollment packet and come up with a start date that works for them and their child.

**Transitioning out of the center** can be bitter sweet for the parent and the child. We are excited for the child that is transitioning out, because they begin a new chapter of their life. Most children transitioning out of our program is either enrolling in a Preschool program or into Kindergarten. We prepare the children for Kindergarten by getting them familiar with being in a classroom setting and going over bus rules and classroom rules. We explain to them what to expect when they enter into Preschool or Kindergarten. We will provide the parents with literature and paperwork for schools within our district to enroll their children.

### **Transitioning within the center**

You will be notified when your child is ready to move up to the next classroom. As part of the procedure, center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. This request will be accommodated if it is in the best interest of the child and space is available in the next room.

## **Daycare Hours**

The daycare is open Monday through Friday 6:30am to 6:00pm with the following holiday exceptions:

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### **Holidays**

Memorial Day, 4th of July, Labor Day, Thanksgiving Day/Day after Thanksgiving

Christmas Eve - New Year's Day (Christmas Break)

Full time childcare: Monday through Friday anytime between the hours of 6:30am and 6:00pm

Part time childcare: Limited days of the week anytime between the hours of 6:30am and 6:00pm

Half day childcare: (6:30am - 12:30pm) or (12:30pm – 6:00pm)

### **Weather**

We follow the Lebanon City Schools delays and closures schedule. Please refer to channel 12 regarding center delays and closures due to severe weather. The safety of staff and families is our top priority.

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## Sample Daily Schedule

**12 – 30 month** may be:

6:30 – 8:00 arrival and free-play

8:00 – 9:30 music and movement / stories and songs / morning snack

9:30 – 9:45 large muscle play (indoor or outdoor)

9:45 – 11:15 circle time / art / learning centers

11:15 – 11:45 lunch

11:45 – 1:00 quiet play / story time

1:00 – 3:00 nap

3:00 – 4:00 snack / learning centers

4:00 - 6:00 large muscle (indoor or outdoor) / departure

**30-36 months** may be:

6:30 – 8:00 arrival and free-play

8:00 – 9:30 music and movement / stories and songs / morning snack

9:30 – 9:45 large muscle play (indoor or outdoor)

9:45 – 11:15 circle time / art / learning centers

11:15 – 11:45 lunch

11:45 – 1:00 quiet play / story time

1:00 – 3:00 nap

3:00 – 4:00 snack / learning centers

4:00 - 6:00 large muscle (indoor or outdoor) / departure

**3 - 5 years old** may be:

6:30 - 7:00 arrival and free-play in designated room

7:00 - 8:00 arrive in classroom and table top toy play - fine motor skills

8:00 - 9:00 restroom break / wash / morning snack

9:00 - 9:30 circle time

9:30 - 11:00 art / science / learning centers

11:00 - 12:00 lunch / small group activities

12:00 – 1:00 large muscle time (indoor or outdoor)

1:00 – 3:00 quiet activities / nap

3:00 – 3:30 snack

3:30 – 5:00 art / learning centers

5:00 – 6:00 large muscle (indoor or outdoor) / departure

## **Arrival and Departure**

Please send your child clean, dressed ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food such as half eaten breakfasts, breakfast bars, candy, or gum with the children. Please make your goodbye brief : the longer you prolong departure the harder it gets for both parent and especially for your child. Never leave without telling your child goodbye. Please be in control of your child during drop-off and pick-up times. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect along with court order papers. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

## **Visitors**

All visitors must check in with a staff person immediately upon arrival and must sign-in.

Parents of enrolled children are welcome to visit at any time. Please note that the staff is responsible for the supervision of the children during programming hours and may not be available to speak with any visitor at length.

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

## **OUTDOOR PLAY POLICY**

The daycare shall provide outdoor play each day in suitable weather for toddlers and preschool children who are in attendance for four or more consecutive daylight hours. Suitable weather is defined as not raining, or with high winds, where the temperature is not below 25°F or above 90°. The center may also limit outdoor play if the heat index is at a caution or above level. If outdoor play is not possible, large muscle play will be held indoors.

**Water Safety:** The center does not have a pool and will not be taking field trips to a pool. However, children can participate in water table activities.

## **Parent Communication**

We value regular and timely communication with parents and guardian. Please note that at the beginning and end of each day the staff is responsible for the direct supervision of the children and may not be able to speak with you at length at that time. We encourage you to ask for an appointment for another time to discuss any questions or concerns about your child.

- Parent Conferences
- We will schedule parent conferences in late November and in late March for all children. We will schedule parent conferences for school age children at the request of the parent. Staff or parents may request a parent conference at any time, which will be set up at the convenience of both parties.
- Written Information
- We will provide notes home and reminders of upcoming events and pertinent information.

## **Parent's Bulletin Board**

A bulletin board will be available with up to date information about ongoing activities and programming.

## Parent Involvement

We welcome the involvement of parents in the program. There are a variety of ways that you may support your child's experience. These include:

1. **Volunteering** – we welcome volunteers from parents/guardians. Volunteers will have appropriate background clearances and will serve in accordance with policy concerning individuals working with children and Ohio Department of Job and Family Services regulation.
2. **Talent sharing** - many adults have hobbies and talents that would be interesting for our children. If you have a special hobby or skill that you would be willing to teach or present to the children, we invite you to make arrangements with the Administrator to schedule a time to share your gifts. We would enthusiastically welcome your willingness to participate in our program in this special way.
3. **Birthdays** – your child's birthday is important! Your child will receive a small gift. If you would like to send a special snack it will be appreciated and shared.
4. **Snack Provider** –We would ask no peanut products, but we can always use snacks!! If you desire to donate a snack, any non perishable item is accepted at any time; for example, gold fish, animal crackers, fruit cups, cheese crackers, etc. Paper products are also appreciated: paper towels, napkins, 5 oz. cups, Lysol Disinfectant spray and wipes.
5. **Special days** – parents are invited to participate on other special days such as the spring program and end of year picnic.

## Grievance Policy

If parents have concerns or questions at any time, it is recommended that they speak to the child's teacher first, then to the director or administrator. Please feel free to bring concerns to our attention as they occur. ***Parents can at any time voice any and all concerns to the owner.*** Staff members fully realize that you are trusting us with your precious little ones and we want our relationship to be a good one.

## Supplies Needed at Daycare

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, tooth brush, weather appropriate clothes and a change of clothes, jacket, shoes that lace-up or Velcro and/or stay on feet (no flip-flops please).

For the older children sleeping on a mat: a blanket, and a pillow are recommended for you to supply. If necessary a comfort object for rest-time, and any thing else your child may need. Your child's blanket, and pillow should be taken home every Friday and washed and returned to daycare the following Monday.

There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing. Further more we suggest that you write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups. Mothers that need to breastfeed and/or pump are to use the private room set up located by the restrooms.

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## Health and Safety

For the health and safety of your child and all of the children in our daycare, please do not bring your child to daycare sick. In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with us. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

**Note:** Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is other wise feeling well enough to participate in our daily schedule.

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### Guidelines For Children Requiring Exclusion From Daycare

1. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily

**Note:** A fever in and of itself is not all bad (given that it is not too high). A fever is your bodies natural way of trying to protect it self against what ever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare with a fever of 100 degrees or above, orally (in the mouth), or maxillary (under the arm) and may not return for 24 hours.

2. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is OK), pink eye, chicken pox, mumps, measles, Rosella, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted. A child with any of these illnesses must be completely free of any symptoms before returning to daycare.

### Communicable Disease and Illness Management

If your child has any of the following symptoms, he/she must be discharged from the center:

1. Diarrhea: more than one abnormally loose stool within 24 hour period.
2. Severe coughing, causing the child to become red or blue in the face, or making whooping sounds. Difficult or rapid breathing.
3. Yellowish skin or eyes. Conjunctivitis (pink eye)
4. Fever: temperature of 100 degrees Fahrenheit or higher, when in combination with any other sign of illness.
5. Untreated infected skin patch(es).
6. Unusually dark urine and/or gray or white stool.
7. Stiff neck.

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A child must remain out of the center for 24 hours after the symptoms have disappeared and/or the incubation period is over.

The Ohio Department of Health Communicable Disease Chart is posted near the parents' bulletin board. A parent will be notified immediately when their child displays any symptoms of communicable disease. Children who become ill while at the center will be isolated from the group but attended to by an adult. The child must be taken from the center by parents as soon as possible after being notified. If children have been exposed to any communicable disease, there will be a note posted on the parents' bulletin board and all parents will be alerted to watch for symptoms at home. If a child is mildly ill and needs to be quiet or restful, they may rest quietly on a mat, away from other children and be observed by a staff member.

### **Medication**

Medication will only be given to children with chronic health conditions requiring treatment and must have a Medical/Physical Care Plan (ODJFS 01236) on file at the center. Any medication required (such as inhalers or epi pens) must be stored in the center, out of reach of children. All staff members will be notified of children requiring medication and its storage location.

### **Accident Procedure**

1. In the case of an emergency, first aid will be administered. Parents and emergency personnel will be contacted.
2. Children will be transported to the hospital by the Emergency Medical Squad for emergencies, if permitted by parent's signature on the "Emergency Transportation Authorization" form. (Parents' refusal to grant permission may result in a child not being admitted to the center due to liability issues.)
3. All parents' instructions as to emergency procedures are kept in the file and are available to all staff members at all times.
4. Emergency telephone numbers are kept by the telephone for immediate access to staff. Parents' telephone numbers are kept in the daycare file and are available to all staff.
5. An incident report will be completed according to the following guidelines:
  - a. Any illness, accident, or injury which requires first aid treatment including a bump or blow to the head
  - c. Administration of syrup of ipecac (only at the advice of the Poison Control Center)
  - d. Emergency transporting by 911 only.
  - e. Unusual or unexpected event which jeopardizes the safety of the children or staff

### **Lock Down Policy**

The doors to the Center will be LOCKED. In the case of an early unannounced pickup, please call ahead to ensure entrance to the building. These plans will be in place Monday through Friday when the Center is in operation. Thank you for your understanding. The policies and procedures at our facility are constantly being reevaluated in order to maintain a safe environment for our precious children.

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### **Emergency Evacuation/Drills**

Should we need to evacuate our emergency destination is the Lebanon public Library, which is located 101 South Main Street. A sign will be posted on our door indicating that we have been evacuated and giving the location where children can be picked up. Parents will be contacted as soon as possible to come to pick up their children. If a parent cannot be reached, we will contact the emergency contacts as listed on the child's enrollment forms. The center will conduct monthly fire drill and practice evacuation procedures. We will also conduct monthly tornado drills between March and September each year.



## Cleanliness/Hand-washing

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our daycare and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our daycare is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, or bleach to water. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected, and tables are cleaned and disinfected before and after use.

**Hand washing** is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities. Hand-washing shall occur in a sink that is not used for meal preparation or clean-up and is away from the food serving area.

Licensed child care staff members and employees shall immediately wash hands with liquid soap and running water for at least 15 seconds:

- Upon arrival for the day, after breaks, when moving from one child care group to another, and upon
- returning from outside.
- After toileting or assisting a child with toileting.
- After each diaper change or pull-up change.
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
- After taking off disposable gloves.
- After cleaning or sanitizing or using any chemical products.
- Before eating, serving or preparing food or bottles or feeding a child.
- Before and after completing a medical procedure or administering medication.

Each child shall immediately wash hands with liquid soap and running water for at least 15 seconds and be assisted as needed:

- Upon arrival for the day.
- When visibly soiled.
- After toileting/diaper change.
- After contact with bodily fluids.
- After returning inside after outdoor play.
- Before eating or assisting with food preparation.
- After water activities.

**Note:** Children who are unable to stand by themselves may be given wet paper towels and soap to wash and rinse their hands.

**Note:** Hand sanitizer is permitted to be used by adults in the center after wiping children's noses, when a staff member is outside or alone in a room, or is needed in the staff/child ratio and running water is not readily available. Staff must thoroughly wash hands with soap and running water as soon as staff/child ratio allows or upon re-entry to the building. The use of hand sanitizer does not replace the requirement of washing hands with running water and liquid soap.

## **Diaper Policy**

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers). Each child has his or her own clearly labeled bin, depending on the age of the child.

Diapers are checked frequently, and changed every two hours or more often if required. Diapers containing urine and or #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of child care provider and child is performed after each diaper change.

## **Toilet Training**

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

## **Meals/Snacks**

Each day we provide three nutritious and well balanced meals. We provide morning breakfast snack, lunch, and afternoon snack. Milk is served with all the meals and juice is served with snacks, and water is offered throughout the day. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat.

It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc - all common nutritional problems in young children.

If your child requires a modified diet a Medical/Physical Care Plan must be completed and updated annually.

## **Nap Time**

Toddlers 12 months and older sleep on mats or cots during nap time..

## **Toys and Educational Materials**

We have well organized, separate, age appropriate toys for the toddler and older children. However, please **do not** bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

## **Learning and Fun**

For ages 2 through five, we offer an award winning, structured preschool curriculum provided to us by ABCMOUSE.com. This on-going program is offered Monday through Friday, is both entertaining and educational, and caters to each child individually.

Your child will also enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, dramatic play, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. Art will be displayed for all to enjoy.

We know that children learn best by "doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning is an exciting experience.

Ages 12 months through 42 months learn about the world around them through exploring and playing with developmentally appropriate toys and materials.

For 18 months and younger we work on the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; which ever developmental stage your child happens to be in at the time.

Children learn through play by utilizing , books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more.

We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages and non-intimidating. It is our hope that both you and your child will be as enthusiastic as we are about our program.

**Formative Assessments:** The center does not conduct formal assessments on enrolled children at this time.

## **Newsletters**

We will periodically publish newsletters containing information on classroom activities, parent issues, events, etc. These newsletters will be available to all parents of children who are enrolled.

## **Guidelines - What Is Asked Of Children**

1. All food and drinks must be kept in the kitchen area.
2. No playing in the bathroom.
3. No coloring on anything but paper.
4. Name calling and foul language or yelling is not allowed.
5. No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
6. No pulling or picking of plants, grass, trees, or flowers.
7. No picking-up, pulling, poking or squeezing of babies.

8. All kitchen and bathroom cupboards are off limits to daycare children.
9. Take turns and share.
10. Help clean up.
11. Laugh, smile, play, and be happy.

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

## **Behavior Management & Discipline**

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc), hurts others, or property, the following developmentally appropriate guidance techniques will be used.

These techniques are as follows:

**Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.

**Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.

**Time-Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatably will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting ones self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

**Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

**Note:** Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed

## **Supervision and Child Guidance**

Staff/Child ratios will be maintained at all times. Attendance and head counts will be done throughout the day to ensure everyone is accounted for. The children will be supervised at all times. Each classroom is equipped with a video camera for the security and protection of the children and staff.

The Center also keeps the entry door locked at all times. Anyone wishing to enter the center must ring the doorbell. No one will be permitted to enter the building, unless we know you or you are listed on the pick up list for a child.

## **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 place for review.

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 child care are available for review at the facility upon request.

The center director and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC 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 Center director of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

G-Ma & Pa's Daycare is licensed by the Ohio Department of Job and Family Services (ODJFS). The license is posted on the parents' bulletin board as is the most recent licensing inspection report. Inspection reports by the Health Department and State Fire Marshall are available on request. Additionally, Ohio laws and rules are available for review in the center office. The ODJFS toll free number is **1-800-686-1572** for any person to report a suspected violation by the center. No child or parent will be discriminated against because of race, color, religion, gender, or national origin.