YELLOW SPRINGS

Community

Children's Center

Staff and Parent Handbook

Procedures for Program Delivery and administration

Hours of operation: Monday- Friday (6:30 a.m. – 6:00 p.m.)

Drop off NO LATER THAN: (10:00 a.m.)

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The words "parent" and "parents" in this handbook should be read to include parents, guardians and custodians and applied

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A. INTRODUCTION

Welcome to YSCCC. We hope this handbook will help our families understand our basic philosophies, rules, regulations and procedures.

Questions: Any questions regarding information in this handbook should be asked of the Director or the Business Manager. While other staff members should be familiar with this information, we do not hold them accountable for interpreting it to others.

Other information: A form for a specific function may provide additional information and procedures that relate exclusively to that form.

Policies: If procedure is stated in this handbook, it is policy.

Terminology: The words *parent* and *parents* wherever used in this handbook designate *parents*, legal guardians and legal custodians of enrolled children and apply as singular or plural as appropriate. However, language used in this handbook shall not supersede legal restrictions placed on individuals related to children enrolled in Children's Center Programs.

The term Children's Center and the term Center mean the Yellow Springs Community Children's Center.

Each paragraph applies to both the Corry Street operation and the After School Program at Mills Lawn Elementary School except where otherwise indicated.

Abbreviations: ODJFS Ohio Department of Job and Family Services
USDA U.S. Department of Agriculture

History of YSCCC

The Center was founded by Lucy Morgan, whose husband was Arthur Morgan, President of Antioch College, in the 1930s. She started the Center in people's living rooms; it gradually grew, moved from one borrowed building to others and is now headquartered in its own facility of just under 10,000 square feet on Corry Street. It was incorporated as a non-profit organization in 1946.

B. PHILOSOPHY & GOALS

The curriculum and teaching practices of the Yellow Springs Children's Center, including its After School and Summer Programs, are based on current theory and research about how children best learn cognitively, socially, emotionally and physically. We provide an environment and program that are responsive to children's developmental levels and abilities, are based on their interests, and support their individual growth.

We strive to graduate children who are self-guiding, self-motivated, well socialized and ready for elementary-level education.

C. LICENSE

Licensing information is given on the attached ODJFS form No. 01237. We use the forms and follow the procedures required by the ODJFS Licensing Rules and Regulations, Chapter 5101:2-12.

D. ADMISSIONS

Procedural Criteria: We consider a child to be enrolled in the center only after the registration fee has been received, the Director confirms the availability of space and we have received the required paperwork and it has been reviewed and approved by the Director. This includes basic enrollment and health information. *Parents* must communicate any changes in this information to the office immediately so we always have current information on file. This is for the safety of each child. *Parents* must submit a standard ODJFS medical form signed by a physician or certified nurse practitioner within 30 days of admission. This medical form must be updated every 13 months.

Information Required from Every Family: We receive USDA funding which helps support the food program. USDA requires Every family to fill out an eligibility form upon enrollment and once a year thereafter. This paperwork is required by the Department of Agriculture regardless of whether a family qualifies. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, and Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Termination of Enrollment A child's enrollment may be terminated for any of the following reasons:

- Tuition is more than 14 days past due.
- More than 3 late pick-ups in a 30-day period.
- More than 3 late unnecessary traces in a 90-day period. (See Trace Procedure under Supervision of Children.)
- The child is has not been able to abide by the Children's Center rules or the child's behavior is unsafe or unmanageable.
- The *parents* are unable or unwilling to work with the staff to resolve a problem.
- The Center Director determines that the Children's Center is unable to meet the needs of the child.

Children with Special Needs: The Center can provide space for enrolled school age children to work with speech or other therapists assigned by their home school district. This must be arranged with the Center Director in advance.

Please keep in mind that the Children's Center does not provide special needs services and cannot provide unusual levels of supervision or personal care. *Parents* should contact us to discuss how we might accommodate their child.

E. HOURS AND DAYS OF OPERATION

For toddlers and preschoolers:

- The Regular Program runs from 6:30 am to 5:30 pm.
- The Extended Day Program runs from 5:30 to 6:00 pm (only for those in the regular program.)

Each of these options runs Monday through Friday and each has a separate tuition charge.

For school age children:

- The After School Program is open from 2:30 until 5:30, for snow days and full days on teacher in-service days.
- The Before School Program runs the hour before school starts.
- The Extended Day Program runs from 5:30 to 6:00 pm (only for those in the After School Program or the Summer Program.)
- The Summer Program runs from 6:30 am to 5:30 pm
- Each of these options runs Monday through Friday and each has a separate tuition charge.
- For all children:
- Children should arrive no earlier than the start time for the program they are in and leave no later than 6:00 pm.
- We are not open on the following Holidays: New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day. We will dismiss early on Good Friday, Christmas Eve, and New Year's Eve. Full tuition is due for the weeks in which these holidays fall.

F. STAFF TO CHILD RATIOS AND MAXIMUM GROUP SIZE

Our staff to child ratios will meet the following state minimum requirements:

1:7 Toddlers (18 months-30 months)
1:8 Toddlers (30 months to 36 months)
1:12 Preschoolers (3 years- 4 years)
1:14 Preschoolers (4 years until eligible for kindergarten)
1:18 School agers (eligible for school)

The maximum group sizes are as follows:

14 Toddlers 18 months-30 months
16 21/2-3yr olds
24 3 year olds
28 4-5 year olds
36 School age children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

Because we value a higher quality of care we will strive to maintain a 1:5 ratio in the toddler program and a 1:10 ratio in the preschool program. Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough additional staff are in the building to meet the regular required ratios in an emergency.

G. DAILY SCHEDULES

Daily Schedules: In general, the daily schedule for toddlers and preschoolers includes nap and rest time, meals, group time, free play and both indoor and outdoor activities or projects. In inclement weather, the toddlers and preschoolers can use the large muscle room. School aged children assemble in the Mills Lawn gym after school, have a snack and engage in various projects and activities.

Toddler Schedule:

6:30-8:30	Supervised free choice time
8:15-8:30	Diaper checks/toileting older children
8:30-9:15	Self-initiated breakfast snack, learning centers open, teacher-assisted stations
9:15-10:00	Group activities: Circle time, self-selected/ teacher-facilitated activities
10:00-10:20	Snack
10:20-10:30	Diaper checks/Toileting older children
10:20-11:00	Outdoor play
11:00-11:30	Wash hands, lunch
11:30-12:00	Clean up, diaper checks/toileting older children, stories, songs
12:00-2:30	Nap and rest time
1:30-2:30	Individual activities as children wake up, diaper checks/toileting older children
2:30-3:30	Individual/group activities, learning centers open
2:30-3:00	Self-initiated snack
3:30-4:15	Outdoor play
4:15-6:00	Diaper checks/toileting, self-selected activities, all learning centers open

Preschool Schedule:

6:30-8:30	Supervised free choice
8:30-9:00	Self-initiated breakfast/learning centers and teacher-facilitated activities
9:00-10:00	Free play
10:00-10:20	Circle time, concept review
10:20-10-30	Book time
10:30-11:30	Guided activity based on week's theme/focus
11:30-12:15	Family-style lunch/independent clean-up
12:15-12:45	Free play indoors or active play outdoors
12:15-1:00	Transition—potty and hand washing
1:00-3:00	Nap and rest time
3:00-3:15	Self-initiated snack
3:30-4:15	Free play/guided theme activity
4:15-4:30	Clean up
4:30-4:40	Story time/theme reinforcement
4:40-5:30	Outdoor play or indoor gross motor

After School Program Schedule:

2:45-3:00	Settling in at tables, hand washing and toileting
3:00-3:15	Snack
3:15-4:00	Homework assistance, reading, quiet activities and rest time
4:00-5:00	Child-initiated themed activity & outdoor recess
5:00-5:30	Free play
5:30-6:00	Late Program, student-initiated project

H. TUITION AND FEES

Tuition and Fee Amounts are listed on the attached Tuition and Fee Schedule.

Illness: In the event of illness, full payment is expected, except for an extended illness, one that keeps the child out of the center for more than 5 consecutive weekdays (e.g. Th F M Tu W.) Half payment is required for extended illnesses to hold the child's space.

Tuition is billed monthly for the days a child is enrolled. Payment is due in advance. Full tuition is due by the 5th of the month. A fee is assessed if payment is not received by the 10th. Further information about tuition billing and payment practices is on the Tuition and Fee Schedule enclosed with this handbook.

Scholarships are available and are determined on total household income. Applications are available in the office.

Title XX Tuition Aid can be sought through the Greene County office of the Ohio Department of Job and Family Services Title XX program. *Parents* may contact the Greene County Department of Job and Family Services (562-6000) to determine their eligibility. Aid will be withdrawn for those not current on their co-pay requirement.

Title XX Attendance: If a Title XX child is absent 25% of his or her scheduled days over a 30-day period we will send the *parents* a written notice. It will state that title XX mandates attendance of at least 75% of the scheduled days over a 2-week period. If this standard is not met, Title XX aid will be withdrawn. Thereafter, if the child's attendance drops below 75% of their scheduled days, the child will be disenrolled. Be sure to inform the office in writing if missed days are for illness, a *parent's* school break or a *parent's* vacation as these are not counted as absences.

Schedule Adjustments: A space will be reserved every day of operation for full time participants. For part time participants, only the weekdays specified in the *parents'* agreement with the Center will be reserved.

Extra Care: If care is needed on a day a child normally doesn't attend, the *parent* should check with the child's teacher to see if there is space and then make arrangements with the Business Manager. The *parent* will be billed for the extra day. We do not allow switching a regularly scheduled day for a non-scheduled day. A child must attend on the days originally scheduled unless the *parent* arranges in advance with the Director for a permanent schedule change.

Payment: All checks are to be made payable to: Y.S. Community Children's Center and either mailed to the Center at 320 Corry Street, Yellow Springs, OH 45387, or placed in the metal box to the right of the Business Manager's office door. Payment may also be made through PayPal through the Center's web site or via credit card in the office when a credit card reader is available.

Invoices, Receipts and Statements: We send *parents* monthly invoices. Receipts for paid tuition, annual statements of tuition paid, and the Center's Tax ID number are available upon request.

Delinquent Accounts: A child whose account is not paid in full by the 10th of the month may not attend, be enrolled or re-enrolled until the account is paid in full. Non-payment of either tuition or late fees is cause for disenrollment.

Fees: There are fees for such things as registration, activities, late pick-up and bounced checks described on the Tuition & Fee Schedule in the Enrollment Packet.

Third Party Payments: A child whose tuition is to be paid by a third party may not be enrolled until written acknowledgment, acceptance of responsibility, or agreement to pay from the third party is received by the Center. (Example: Title XX)

No Refunds: There will be no tuition refunds for holidays, vacations, illnesses or snow days.

Returned Checks: A handling fee will be assessed for each tuition check returned for insufficient funds. The amount of the returned check plus the fee must be paid by money order or cash. If a second check is returned the same procedure applies and, all future payments must be made by money order or cash.

Late Pick-up: When a *parent* realizes that circumstances will delay pick-up, he or she must call the child's teacher. This is important as many children fear they have been forgotten when *parents* do not arrive at their usual time. The related fee is on the Tuition & Fee Schedule.

Withdrawals: A *parent* may withdraw a child by giving one week written notice. The first day of the notice period will be the day after we receive the notice. Tuition will be due for every day of the notice period, whether the child attends those days or not. It will also be charged for any days thereafter that the child attends.

Inclement Weather: The Center closes for Level III weather emergencies. On these occasions, regular payment is expected.

I. SUPERVISION OF CHILDREN

Arrival and Departure: Each child must be brought to and picked up inside the child's classroom (or designated room) by a *parent* and must be welcomed or dismissed by a staff member. Each child must be picked up from a staff member to ensure that staff are aware that the child has been picked up. *Parents* are responsible for the supervision of their children before sign-in and after signing them out. Each child must be signed in upon arrival and signed out upon departure. The sign-in sign-out clipboard is at the service counter at the Center and maintained by a staff member at Mills Lawn.

Children may be dropped off at any time except lunch and nap times. Advance notice of late arrival must be given if lunch is to be saved for the child.

Supervision: At no time will a toddler or preschooler be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, he or she may be isolated in a section of the room not in use, but within the sight and hearing of a staff member. According to State regulations school-age children need only be within sight or sound of an adult, and therefore are afforded such opportunities as running errands in the building and going to the restroom on their own.

Notification of absences: If a child will be absent when scheduled to attend, the *parent* must notify both the child's teacher and the office in advance. If an After School Program child is absent without notification, we will initiate the trace procedure.

Trace Procedure: If an After School Program child is absent when scheduled to attend and we have not been notified, we will attempt to locate the child by contacting the following parties in this sequence: the Mills Lawn School office, the *parents*, the child's emergency contacts. For parties we cannot contact we will leave the following message: "Urgent: Please call the YS Children's Center

After School Program at (the Program's current cell phone number) as soon as possible." If necessary, we will call the police to report the child missing. The related fee is on the Tuition and Fee schedule.

Release of a Child: Staff will release children only to persons on the release form provided by the *parent*. Anyone not listed on the release form must present a picture ID and a dated one-day only permission notice signed by the *parent*. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to pick the child up. Police will be notified if necessary.

Custody: When legal custody arrangements are in place the custodial parent must provide a copy of the legal document stating the custody agreement, including visitation rights and schedule. We are required to keep these on file. The Center can release the child to the non-custodial parent only in accordance with the legal document on file, or with written permission from the legal custodial parent.

Class Assignments and Transitioning: Children are assigned to classrooms based on many factors, including age, development level, and the gender and age mix in the class. The Director determines these assignments with input from the teachers and *parents*. *Parents* will be notified when their child is ready to move up to the next classroom. As part of the procedure, center staff will develop a transition plan to be signed by the *parent*. This plan will include a schedule of transition steps and the beginning and ending date of the transitioning period. *Parents* may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

J. FIELD TRIPS AND TRANSPORTATION OF CHILDREN

Emergency Transportation: The center will not transport children in emergency situations. If a child requires emergency transportation, the Center will call the *parent* and 911 without exception. The Center will enroll children of those who may refuse emergency transport, however any such refusal will have to be negotiated with the emergency squad by the *parent*.

Trip Attendance Sheets: Before each field trip each child will be listed on an attendance sheet, specifically created for the trip.

During each trip, each staff member will be assigned specific children that they are responsible for supervising. Before any child participates in either a routine trip or a field trip, the center will obtain written permission from the *parent* or guardian.

Trip Safety Procedures: We often schedule trips away from the Center. Toddlers sometimes take rides in the "buggy" and pre-school children occasionally take walking field trips within a few blocks of the Center. We adhere to the following procedures for each child's safety:

- *Parents* will be informed of all details.
- The staff trip leader will count students and perform roll call just before, once during and just after each trip.
- Each child will wear an identification tag that also lists the Center's name, address and telephone number.
- A first aid kit, a person trained in first aid, each child's emergency forms and health records, and a cell phone will be available on all trips.
- Seat belts or car seats are used for every enrolled child transported in a vehicle
- Walk ratios will be maintained at all times and children will be supervised at all times.

- A *parent* not allowing a child to participate in a class field trip must arrange alternative childcare for the duration of the trip.
- Children required to use a child safety seat will only be transported in a child safety seat provided by the *parents*.
-

K. SWIMMING INFORMATION

The Center follows state guidelines for its swimming program. Please see the swimming field trip form for complete details.

Parents must complete the ODJF permission form for swimming activities and for toddlers using a wading pool. These forms must be updated annually. *Parents* must also complete the Children's Center Liability Form for Swimming and those required by pool facilities

Children shall not be allowed to wade or swim in lakes, rivers, ponds, creeks or other similar bodies of water or use saunas, hot tubs, or spas and may only swim in Municipal pools, YMCA pools and the Antioch College pool and only when 1 certified lifeguard is on duty for every 35 children.

Each child 6 and younger must wear a coast guard approved flotation device and be accompanied by an adult assigned only to that child while in the water.

Each child 7 and older may swim in the shallow end of a pool with a coast guard approved flotation device and be supervised by an adult in the water assigned to that child and no more than two others.

Each child 12 and older who presents a Red Cross certificate of swimming competency may swim without assigned one-to-one supervision but only with the permission of the lifeguard and the Children's Center Director.

Each child must have an appropriate, lined swimsuit and a clean dry towel.

Staff must know the rules of the facility used for the swimming activity and children must follow the facility's rules. Staff may deny a child permission to participate.

Children must be within sight and under the supervision of YSCCC paid staff while in changing rooms, in the water and in all other areas of the swimming facility.

Children must be dropped off and picked up at the Center following standard arrival and departure procedure and not at the swimming facility.

The Director may require that a child with visual or hearing impairment or other medical condition imposing additional risk while in or near the water be accompanied by his or her *parent* in the pool area and staff must inform the lifeguard of the condition.

Staff must follow additional ODJFS regulations regarding wading pools.

Many of the above rules derive from a section of the Ohio Revised Code. To see this section search the Internet on ORC 5101:2-12-24 or inquire in the office.

The words "parent" and "parents" in italics should [illegible] guardians and applied

L. GUIDANCE

Rule 5101:2-12-22: All the specifications in *Rule 5101:2-12-22 of the Ohio Revised Code* apply to all persons at the center. To read in detail web search on the term in italics.

Discipline Practice at the Children's Center is consistent with its program goals. It fosters the development of self-regulation in children. We recognize that every child is an individual with individual needs. At the same time, each child must function within a group of peers. Respect for the child is our central focus.

Conscious Discipline: We use the principles and practices of "Conscious Discipline," an evidence-based approach, which focuses on emotional learning, joint problem solving, and self-regulation.

Children have choices and rights: Participation in activities is encouraged. However, an individual child's objection or aversion to an activity must be accommodated whenever feasible. Children's responses are used to determine their interests and the meaningfulness of an activity to each child. Children's choices are respected.

Children have responsibilities: Limits are established clearly for all children with words and through example. They are reinforced on a regular basis. Children are made aware of the basic rules and of predictable consequences, (e.g. loss of turn).

Problem Issues: We recognize that some issues, specifically those related to food, to hygiene, and to rest may be the focus of control issues for some children. It is the responsibility of the teaching staff to separate these issues from the realm of discipline. Food is always provided unconditionally. Children will not be forced to eat or be denied food. Basic hygiene practices will be taught and reinforced, but issues of hygiene will never be taken as cause for punishment or used to humiliate, or isolate a child.

Center and Home Discipline Coordination: The effectiveness of our discipline policy and procedures depends, in part, on consistency with the child's experience at home. We want ongoing communication with *parents* and encourage them to ask questions, observe in the classrooms, and share information relevant to the child's well being at the Center.

Rules for Children: We believe we should have only those rules absolutely necessary for providing a healthy, safe and nurturing environment. Children are encouraged to follow these rules as independently as possible according to their age and developmental level.

- Hitting, kicking, biting, spitting or other physically abusive behaviors are not tolerated.
- Language that is generally offensive will be kept out of a group setting. Children are required to leave the group if they use that language.
- Weapons are not allowed at any Children's Center programs.
- Possession or use of any controlled substance will not be tolerated
- Any illegal activity will not be tolerated (e.g. theft, gambling, possession of dangerous weapons, forgery, extortion, vandalism.)
- Actions that disrupt school operation or environment will not be tolerated
-

Strategies for Teachers:

- We establish limits clearly with words and reinforce those limits regularly.
- We point out to children the predictable consequences of their behavior.
- We prepare children well for transition between activities.
- We redirect inappropriate behavior and alert children to alternative choices.
- We encourage children to verbalize feelings.
- We encourage through modeling and active listening.
- We suggest use of the "quiet place," a comfortable, attractive area within each classroom that is available to the child who wants to be alone, calm down, etc.
- This is always voluntary; a child may leave this area when ready.

Behavior Management Plans: If the child's behavior requires frequent extra attention from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the *parents* and would be consistent with the requirements of *Rule 5101:2-12-22 of the Ohio Revised Code*.. To read in detail web search on the term in italics.

Disruptive Behavior: All children have individual personalities and needs. Many fit well within group care in a center-based situation; some do not. If a child's behavior proves very disruptive to the general program, or threatens the health or safety of the child, other children, or staff members, services may be withdrawn after consultation with the *parents* and the Director.

M. MEALS AND SNACKS

Nutrition Guidelines: We participate in the USDA's Child and Adult Care Food Program following the nutritional guidelines for children prescribed by the federal government. We use organic and fresh vegetables as much as possible and are committed to maintaining a small footprint. We are committed to fostering each child's autonomy in choosing what to eat and to providing the education necessary for the child to make healthy food decisions. Water and milk as the only drinking choices will be modeled by staff members in the classrooms. Drinking water will be made available to children at all times.

Meals Served: Depending on when a child is in school, he or she could receive breakfast, morning snack, lunch, and afternoon snack. We serve breakfast, morning snack, lunch, and afternoon snack to children in attendance when served. The Center's kitchen staff develops interesting and nutritious weekly menus, which are posted in the foyer of the Center and at the After School Program office. We involve the children in nutrition education, food production and snack and meal selection.

Special Diets: We work closely with *parents* to meet any special dietary needs of the child. All food and beverages brought from home must be labeled with date and the child's name.

Lunch at YSCCC for Mills Lawn Students: When Mills Lawn School children are at the Center because Mills Lawn is closed for teacher in-service days, vacations or severe weather they must bring a lunch. We will provide a lunch if a child is already here when a school delay becomes a cancellation.

N. ACCIDENTS AND EMERGENCIES

General Emergencies and Evacuations: In a general emergency like a loss of heat, water or power we will call *parents* or emergency contacts for immediate pick-up. If we have to evacuate the building, we will call 911 before departure from the Center. The children and a record of their contact numbers will be taken to the Miami Township building at 225 Corry Street. In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the *parents* as soon as the situation allows. An incident report will also be provided to the parents.

Drills: Fire drills will be conducted once a month; tornado drills will be conducted in the spring. A plan is posted in each room.

The After School Program adheres to the Emergency Rules of Mills Lawn Elementary School.

Serious incident, injury, or illness: In the event of serious incident, injury, or illness, staff will call 911. The child's file is checked for allergies and other serious health conditions. A trained staff member will provide first-aid and/or CPR as required, to the best of their ability, and in accordance with Ohio's Good Samaritan Laws. We also notify *parents*, or if necessary, the child's emergency contacts. Written Incident Reports will be filed on serious accidents and incidents and a copy will be given to the *parents*. These include:

- Illness, accident, or injury which requires first aid treatment
- Bump or blow to the head

Medical Emergencies: The Center and After School staff are trained in first aid procedures. If a serious medical emergency should arise, we call 911 who will dispatch an emergency vehicle staffed with EMT's who can evaluate the situation and provide transportation to an area hospital if necessary. We call 911 first, and then immediately attempt to inform the *parent*. A staff member will stay with the child until the *parent* arrives. We send the child's health and medical records with the child to the hospital. Only *parents* and EMS personnel transport children to the hospital.

In the case of a minor accident or injury, the staff will administer basic first aid and provide comfort. If the injury or illness is more serious, they will administer first aid and call the *parents* immediately.

An Incident Report will be given to the person picking up the child on the day of the illness or injury. We must report all medical transportation trips to the Ohio Department of Job and Family Services within 24 hours.

O. MANAGEMENT OF ILLNESSES

Medical Exclusions: We observe all children daily as they enter the program and quickly assess their general health. We provide a clean and healthy environment and watch for signs of illness throughout the day. As a Center that is licensed by the Ohio Department of Job and Family Services, we strictly follow guidelines for exclusion of children and staff with any of the following symptoms for the protection of all children, families, and staff members.

- Temperature of at least 100 degrees when in combination with any other sign or symptom of illness. Temperature shall be taken under the arm with a digital thermometer. The thermometer shall be sanitized after each use.
- Diarrhea (More than three loose stools within a twenty-four-hour period).
- Severe coughing
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, discharge of pus, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stool
- Stiff neck with elevated temperature
- Evidence of lice, scabies, or other parasitic infestation
- Vomiting more than one time when accompanied by other signs of illness
- Sore throat or difficulty swallowing

Communicable Disease: A child suspected of having a communicable disease is immediately isolated from the rest of the children, taken to the office, made as comfortable as possible and kept within sight and hearing of an adult. We will notify the *parent* to pick up the child and, if the *parent* cannot be reached, persons on the emergency contacts list will be called. The child is to be picked up within one hour of this notification. The child will be readmitted when symptom free for 24 hours or nit free in the case of lice. A child may be readmitted before the expiration of the symptom-free period upon presentation of a physician or certified nurse practitioner's written verification that the child is not contagious.

Communicable Illness Exposure: A sign on the front door will notify *parents* if children have been exposed to a communicable illness.

Mildly Ill Children not exhibiting any of the above symptoms are considered "mildly ill" and will be cared for and observed for further signs of illness. Neither the Center nor the After School Program is able to care for mildly ill children who cannot participate in daily activities.

Leaving Medications: *Parents* must deliver medications only to the Director or head teacher.

Medication Forms: A Request for Administration of Medication Form (ODJFS #1217) must be completed, signed, and on file at the Center before any medication, food supplement, or modified diet can be given to a child. These forms are available at the front desk. They are not required for topical applications, such as Chap Stick, sunscreen, lotion of any kind, diaper cream, and Orajel.

Prescription Medications: Prescription labels must show the child's name, the date filled (within last 12 months), exact dosage to be given, when it is to be given, specific number of dosages to be given daily, and route of administration. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. However, school age

children will be permitted to maintain control of inhalers required for immediate treatment of a medical condition. Their *parents* must sign a release to this effect. The child must keep the inhaler on his or her person at all times; it may not be stored in a cubby or book bag. Any time the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Non-prescription medications for preventive purposes may be used in an ongoing manner for 12 months if we receive specific and detailed instructions from the child's licensed health care provider. Non-prescription medication must be age appropriate by the label and the dosage must be clearly stated on the label. Specific instructions for such medication must always be supplied through the manufacturer's label or written instruction of a physician or certified nurse practitioner. "As needed" is not specific enough and further instructions will be required.

Food Supplements or Modified Diets: If a child requires a food supplement or a modified diet, the *parents* must secure and present written information from their physician or certified nurse practitioner describing this. Please speak with the Director for more details regarding this.

Medical Health Plans: We require that a medical health plan be in place for medical conditions. This Plan must include a physician or certified nurse practitioner's description of the condition; specific instructions for any procedure; staff member training; and signatures of the physician or certified nurse practitioner, the trainer, a *parent*, the person doing the procedure, and the Director. If a child requires a food supplement or a modified diet, the *parents* must secure written information from their physician or certified nurse practitioner regarding this. Please speak with the Director for more details regarding this.

P. OUTDOOR PLAY

Large Muscle Activity: The Children's Center believes that children benefit significantly from having time outdoors every day where many different kinds of growth can take place. Teachers take their groups out every day that weather permits or to the large muscle room when it does not. Playground safety guidelines as developed by the Ohio Department of Job and Family Services are enclosed in our *parent* packet. Children will engage in physical play for no less than 60 minutes every day, the majority of which will take place outdoors.

Parents should send their children with the proper clothing so they may be comfortable and safe whenever we are outside. Children do not play outside during, lightning, high wind, wind chill rating below 25°F or heat index rating above 90°F.

Q. *PARENT* PARTICIPATION

Parent Involvement: We Maintain frequent and open communication with *parents* that provides support and encourages involvement. We support and strengthen family ties by encouraging *parent* participation in all programs and by providing specific opportunities to talk with staff. Here are some ways parents may participate:

- Eat lunch with your child and emphasize healthy food choices when you do.
- Support the Center's screen time limitations and consider similar efforts at home.
- Spend time in your child's group reading stories or assisting with activities.

- Volunteer to go along on walks or field trips or spend time playing outdoors with the children.
- Provide materials required for a special project.
- Present a seminar or lead a discussion of interest for the adult family members.
- Donate money for special room needs or projects.
- Attend work bees to help spruce up the Center rooms and grounds.
- Fix items that need repair.
- Offer to serve on the Board of Trustees or one of the Board committees.
- Volunteer talent and expertise when a particular need arises.
- Assist the Center in fund raising endeavors.
- Attend Center-sponsored health-related workshops and activities.

Conferences: In the Toddler and Pre-School Programs, formal conferences are conducted in March and April. For these programs and all others, *parents* can schedule a conference with staff at any time. Conference forms are signed and dated by the teacher and the *parent* and placed in the child's file with a copy provided to the *parent*.

Questions and Problem Resolution Procedure: If a *parent* or staff member has a problem, complaint or question about any matter, they should discuss it with the person most directly involved or, when appropriate, with the person having direct authority in the situation. If the issue is not resolved to the *parent's* or staff member's satisfaction, then it should be discussed with the Director.

If the issue cannot be resolved with the Director, the *parent* or staff member may submit a written statement of the issue to the President of the Board of Trustees requesting a review. It should include the following information:

- Nature of the problem
- Supporting reasons and/or documentation
- Summary of all action taken to-date
- Corrective action sought,
- Your signature and date

Within 14 calendar days after receiving the request, the Trustees, in Board session, will render a written, dated decision. They may interview those involved in or aware of the situation, as they deem necessary.

R. EVENING AND OVERNIGHT CARE

The Center does not provide late evening or overnight care.

S. ADDITIONAL INFORMATION

Nondiscrimination: The children's Center does not discriminate in its membership, employment, governance or enrollment practices with regard to affectional or sexual orientation, age, ancestry, color, creed, disability, gender, gender identity or expression, handicap, kinship, marital status, military status or disabled veteran status, national origin, nationality, pregnancy, race, religion, sexual preference in regard to any position for which an individual is otherwise qualified.

Smoking: Smoking is not allowed on Center property or on Mills Lawn School property.

Cell Phones: All cell and other electronic communication and entertainment devices must be turned off at the door. This applies to parents, staff and visitors. Staff may occasionally use cell phones for emergencies when off site.

Visiting: We encourage *parents to share* their thoughts and information about their children. Sometimes there is time for a brief discussion about a child's needs at pick-up time. If not, we encourage *parents* to set up an appointment for a conference with the teacher or the Director or both.

Breast Feeding location: We have designated the conference room across from the office as our breastfeeding and pumping location. It is used occasionally for other purposes and has a DO NOT DISTURB sign to hang on the doorknob for privacy.

Mail and Communication: Notes to *parents* are put in younger children's book bags or cubbies and will be handed out to *parents* at the After School Program. We also use email and the Center's Facebook page.

Photographs: We may take photos or videos of children to use, with the *parents'* permission, in news releases or other publicity materials. A one-time form to grant or deny such permission is in the enrollment materials.

Personal Belongings: Staff help children keep track of their belongings, but the final responsibility rests with *parents*. We ask that *parents* put name labels in their children's clothing, showing both first and last names. Staff will hold for *parent* pick-up any of a child's belongings that cause disruption.

REPORTING SUSPICION OF ABUSE OR NEGLECT

All staff members, volunteers, interns and student workers have a legal responsibility to immediately report to Children's Services:

- Any wound, injury, disability or other condition that would reasonably indicate abuse or neglect.
- Any *parent* who refuses to provide a sanitary environment, necessary care, support or medical attention.
- Any case of injury to the child when the *parent's* explanation doesn't seem appropriate to the injury
-

Confirm observations with appropriate staff members, involving at least one Head Teacher.

- Any staff member who reports or takes part in judicial proceedings related to a case of abuse or neglect is immune from related civil or criminal prosecution.

- Confidentiality is a must. Sharing information outside the Center, except as required by law, about suspected or known abuse may be against the law and is grounds for termination.
- DO NOT ATTEMPT TO QUESTION THE CHILD ABOUT POSSIBLE ABUSE OR NEGLECT. Repeated questioning by a series of adults is inappropriate and can lead to confusion and fear on the child's part. If the child initiates interaction, Listen carefully to the child, accept the child's story calmly, express your concern, tell the child he or she can talk to you about it any time and that you are glad they could talk to you about it now.
- Do not ask leading questions or suggest the name of the abuser; this can seriously jeopardize the credibility of the disclosure and obstruct efforts to protect the child from further abuse. Document as accurately as possible what the child told you and the child's mood at the time.

1. Notify the YSCCC Director of observations and intentions to submit a referral to Children's Services..
   The staff member directly involved will make a referral by phone to Children's Services (937-562-6600). A Head Teacher or someone in administration is to witness the call.
   Call instructions:
   a. Have the child's file in your possession and be sure you know who is the lawful custodial *parent* and which *parent* had care of the child last.
   b. Make the call in private, with one witness.
   c. Begin with "I want to make a referral" and identify yourself as a Yellow Springs Community Children's Center staff member.

2. While not required, the child's teacher may contact *parent(s)*, with one witness present.
   a. In cases of custody, contact the custodial *parent* first. If pertinent, ask for permission to contact the non-custodial *parent*, and do so. If permission is not granted, do not call.
   b. In two-*parent* families, make certain that both parents are informed (both intact families and joint custody cases).

3. Write a description that will document:
   a. any seemingly relevant words used by the child
   b. visible marks observed on the child (take pictures whenever possible but always with Children's Services approval)
   c. observation of the child's present demeanor and behavior
   d. observed interactions between child and parent
   e. time and content of calls made to Children's Services, parents and name of staff member witnessing calls.

If concerns do not warrant notifying Children's Services, the director will refer the family to community resources if indicated and continue careful monitoring with the direct care provider.

COMMUNITY CHILDREN'S CENTER

YELLOW SPRINGS COMMUNITY CHILDREN'S CENTER

DELAY AND CLOSING POLICY

The Children's Center recognizes that parents and guardians need to be able to go to work even in treacherous weather or when other, unforeseen, circumstances cause situations that may lead to the closing of the Center. Our first concern, however, must be the safety of the children and staff. With safety in mind, the Children' Center has developed the following open/closing procedure policies.

The Children's Center has a message service through our phone company. Parents and guardians may leave a message or access closing or delay information by calling 937-767-7236. The message service will pick up if no one answers the phone at the Center. Any delay or closings will be updated on the message service.

The Children's Center has contracted with a service called One Call. This service enables the Center to make one phone call for announcements which is then sent through the service to all parents, guardians and staff.

IT IS THE RESPONSBILITY OF PARENTS AND GUARDIANS
TO KEEP THE CENTER INFORMED OF ANY
CHANGES IN PHONE NUMBERS AND ADDRESSES.

PLEASE DO NOT OPT OUT OF ONE CALL!

The Director is responsible for making all emergency closing decisions.

Parents and guardians should always have backup care available in the event of an emergency. It is the responsibility of parents and guardians to be aware of weather conditions that may necessitate the closing of the Center.

It is essential that the Center be able to reach parents and guardians in case of any emergency including closing due to hazardous weather.

over

320 Corry Street Yellow Springs, Ohio 45387 p: 937.767.7236 f: 937.767.7292 www.yscca.org

Delay and Closing Policy

Inclement Weather

When Mills Lawn School issues a 2-hour delay, the Children's Center will, by default, have a 1-hour delay. This means that the Center will open at 8:00 am. Delays and closings will also be posted on WHIO TV and the answering service at the Center.

This delay allows our staff to arrive safely and to allow the director to assess the weather conditions. The Ohio Department of Job and Family Services (ODJFS) licensure rules state that two adults must be on site in order to receive children. The Center must also comply with teacher/child ratio requirements. In the event that weather conditions are so severe or deteriorate during the day, the Center will close. The Director will contact the Yellow Springs Police Department and the Ohio Department of Transportation website to assess road conditions before making the decision to close the Center. After the above mentioned consultations, the Director will send a message out on One Call and to WHIO TV to register a closing announcement.

In case of an early closing, parents and guardians are responsible for collecting their child/ren as quickly as possible.

If Mills Lawn School closes after the Center is open, the Center will care for all school age children who are enrolled in the Extended Care program for the duration of the day unless hazardous weather conditions prohibit remaining open. Any early morning children not enrolled in the Extended Care program must be collected by parents or family members as soon as possible.

Power Failure

In the event of a power failure at the Children's Center, the Center is bound by ODJFS licensure rules. If a power failure lasts beyond two hours, the Center is mandated to close.

If a power failure causes a closure, the Director will issue a message on the One Call system.

Water Emergency

If the Center is without water for an extended period of time, the Center will close in accordance with ODJFS licensure rules.

If the Center must close due to a water emergency, the Center will issue a message on One Call to parents and guardians to inform them of the need to close. If the emergency closing extends beyond one day, the Director will issue an updated closing announcement through One Call.

Update 12/2013

Please review in detail our Communicable Disease Policy from the Parent/Guardian Handbook. The State of Ohio mandates that a child be SYMPTOM-FREE for a full 24 hours before returning to the center.

COMMUNICABLE DISEASE POLICY

-When we send a Child home-

Each child, as required by law, has a physical exam upon entering the program. This exam is to be renewed each year (except for school-age children). It is vital that all parents/guardians communicate any and all information pertaining to their child's past and current medical history with the Center Staff.

Any child exhibiting any of the following symptoms will be considered to be carrying a communicable disease and should not be brought to the Center. Any staff member exhibiting any of the following symptoms will be sent home and a substitute staff member will replace them.

- **Diarrhea (three or more abnormally loose stools within a twenty-four hour period)**
- **Severe coughing (child's face turns red or blue, or whooping or barking sound is heard)**
- **Difficult or rapid breathing**
- **Yellowing skin or eyes**
- **Redness of the eye, obvious discharge, matted eyelashes, burning, itching**
- **Temperature of 100 degrees Fahrenheit or more**
- **Untreated, infected skin patch(es)**
- **Unusually dark urine and/or gray or white stool**
- **Stiff neck with elevated temperature**
- **Vomiting more than one time or when accompanied by any other sign/symptom**
- **Evidence of lice, scabies or other parasitic infestation**
- **Sore throat or difficulty in swallowing**

Teachers carefully observe children throughout the day. Any child who is suspected of having a communicable disease is isolated from the rest of the children and brought to the front office where they are made as comfortable as possible. The parent/guardian will be notified, and if they cannot be reached, "emergency contacts" will be called. An adult will be within sight and hearing of any child who is isolated due to illness.

Children are readmitted to the Center when symptom free for a period of 24 hours (or nit free in the case of lice). Because physicians and medications differ from case to case, written verification that the child is no longer contagious is required in order to return the child to the Center before the 24-hour symptom free time period.

Children who are not feeling well and are not exhibiting any of the above symptoms are considered "mildly ill" and will be cared for and observed for further signs of illness. The Center is not able to care for mildly ill children who cannot participate in the daily activities of the Center.

Please call the Center and let us know how your child is feeling and inform us of any diagnosis. Notifications of possible exposures are posted on the front door of the Center.

Transitioning Children Into, Within and Out of YSCCC

First Arrivals—Toddlers, Preschoolers and School-Agers

Parents can tour the Center at any time. If they intend to enroll a child, they can tour the Center as many times as the Child wishes in order to get acclimated. Customarily, this involves a parent visit, then a child visit and tour, then a short-stay visit either with the parent or without the parent. The progression is always set up in the child's best interest and at the parent's discretion. Typically, the child is easily engaged with the children and materials on the first visit and requires only one subsequent visit with the parent and one without.

Transitioning from the Toddler Room to the Preschool Classroom at age 3

This transition is made individually and according to the needs of the child and the mutual agreement of the parents and teachers as to what will make the child most comfortable. The most important element in the transition is the parent (s). A meeting should be set up two months prior to the child's turning three. Typically, especially as we are such a small school, the child has already spent a great deal of time with the older children before s/he moves to that classroom, so the transition is easy and uneventful in the best sense. If the child is at all uncomfortable (most children can't wait to move up), the transition can be made at a one-day-a-week pace, or even half days at a time. Most parents find a day-per-week for 3 weeks followed by two-days-per-week for three weeks, followed by 4 and then 5 days per week at the same pace to be more than gradual enough. The important thing is to let the parents choose what they think will work best. A teachers-and-parents meeting that includes the director at least two months in advance of the transition is the key.

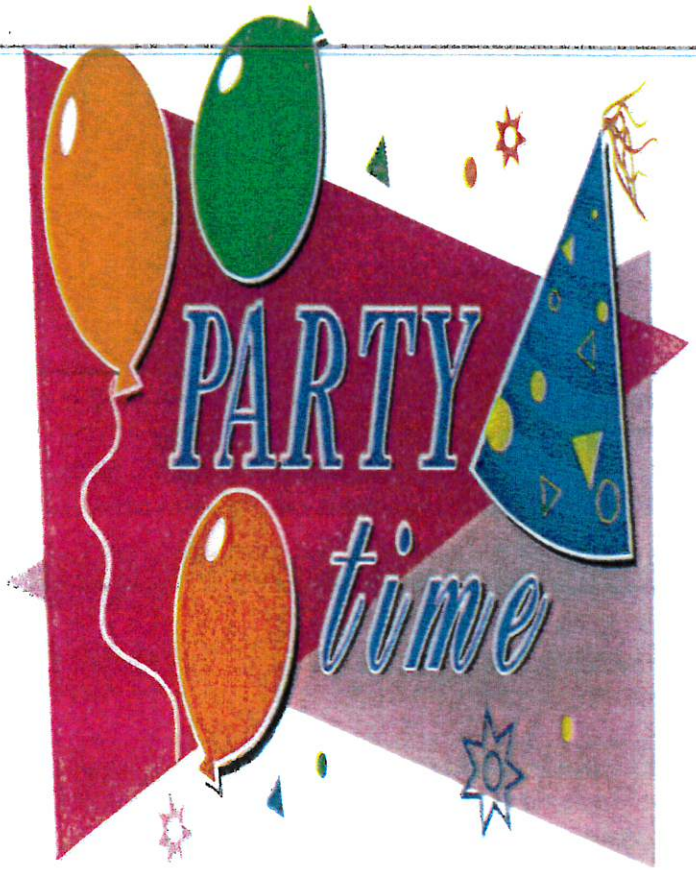
Transitioning to Kindergarten from Preschool

A parent, teacher and director conference should be held at least 6 months in advance of the transition to kindergarten. If the child will be attending Mills Lawn, there is a prescribed transitionary program through the school that helps all five-year-olds visit and become familiar with Mills Lawn. Prior to this transition period, there are many things that YSCCC customarily does to acquaint the pre-kindergarten and all the children with Mills Lawn, such as: working with the school-age children when they are attending YSCCC during vacations and snow days, a big brother-big sister program between the school-agers and the younger children, and trips to Mills Lawn playground during the warm months of the year. The director and school-age teachers keep in regular contact with the principal and teachers at Mills Lawn to be sure that their expectations for readiness are built into the academic, social and behavioral program at YSCCC. Quarterly evaluations will be made of the child's cognitive, social and emotional, gross and mine motor, cognition, language and literacy. Assistance through one-on-one work with a teacher will be employed for any areas of need. Ohio's Early Learning and Developmental Standards in conjunction with the Creative Curriculum used at YSCCC will provide the basis for all program planning, student assessment and program assessment.

If the child will be attending another school besides Mills Lawn, the parents, teachers and director should begin planning the transition 6 months in advance. Primarily the goal is to make sure the child is ready academically and socially for a more structured and formal setting and for the material that will be required of him or her. The above transitionary procedures will be followed regardless of the school attended following the transition.

Healthy Celebration Policy

All celebrations MUST include at least one physical activity or craft OR Celebration food items MUST include a fruit or a vegetable.



4/9/21

YSCCC School Closings

New Year's Day

Martin Luther King Jr. Day

Presidents Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Day AFTER Thanksgiving

Whole week of Christmas (adopted by Board on 11/19/19)

O. Management of Illnesses

Revision of policy (March 25, 2020)

Medical Exclusions: We observe all children and staff daily as they enter the program and quickly assess their general health. We provide a clean and healthy environment and watch for signs of illness throughout the day. As a Center that is licensed by the Ohio Job and Family Services, we strictly follow guidelines for exclusion of children and staff with any of the following symptoms for the protection of all children, families and staff members.

Temperatures of at least 100 degrees. Temperature shall be taken under the arm with a digital thermometer for children (6 weeks - 12 years).

- Diarrhea (More than three loose stools within a 24-hour period)
- Unusually dark urine or gray or white stool
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin and eyes
- Redness of the eye or eyelid, discharge of pus, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes
- Stiff neck with elevated temperature
- Evidence of live, scabies, or other parasitic infestation
- Vomiting more than one time when accompanied by other signs of illness
- Sore throat or difficulty swallowing

Communicable Disease: A child suspected of having a communicable disease is immediately isolated from the rest of the children, taken to the office, made as comfortable as possible and kept within sight and hearing of an adult. We will notify the parent to pick up the child and, if the parent cannot be reached, persons on the emergency contacts list will be called. **The child is to be picked up within one hour of notification.**

A child may be readmitted if symptom free for 72 hours. However, in the case of a Pandemic readmission is only allowed after 15 days of all household members

remaining symptom free AND upon presentation of a physician or certified nurse practitioner's written verification that the child is not contagious.

Communicable Illness Exposure: A sign on the child's classroom door to notify parents if children have been exposed to a communicable illness.

Medication Forms: A Request for Administration of Medication Form (01217) must be completed, signed, and on file at the Center before any medication can be given m ci to a child. These forms are available at the front desk. They are also required for topical applications, such as Chapstick, sunscreen, lotion of any kind, diaper cream. Teething numbing medication is prohibited. **Tylenol & Motrin can only be kept at the center for 1 week.**

Prescription medications must show the child's name, the date filled (within the last 12 months), exact dosage to be given, when it is to be given, specific number of dosages to be given daily, and route of administration. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. However, school age children will be permitted to maintain control of inhalers required for immediate treatment of a medical condition. Their parents must sign a release to this effect. The child must keep the inhaler on his/her at all times; it may not be stored in a cubby or book bag. Any time the child is unable to maintain control of the inhaler it must be handed directly to the staff members responsible for the child.

Non-prescription medications for preventative purposes may be used in an ongoing manner for 12 months (with the exception of Tylenol & Motrin) if we receive specific and detailed instructions from the child's licensed health care provider. Non-prescription medication must be age appropriate by the label and the dosage must be clearly stated on the label. Specific instructions for such medication must always be supplied through the manufacturer's label or written instructions of a physician or certified nurse practitioner. ``As needed" is NOT specific enough and further instructions will be required.

Food Supplements or Modified Diets: If a child requires a food supplement or a modified diet, the parents must secure and present written information from their physician or certified nurse practitioner describing this. Please speak with the Director for more details regarding this.

Medical Health Plans: We require that a medical health plan be in place for medical conditions. This Plan must include a physician or certified nurse practitioner's description of the condition; specific instructions for any procedure; staff member training; and signatures of the physician or certified nurse practitioner, the trainer, a parent, the person doing the procedure, and the Director. If a child requires a food supplement or a modified diet, the

parents must secure written information from their physician or certified nurse practitioner regarding this. Please speak with the Director for more details regarding this.

Dear Parent/ Guardian,

Welcome to the Yellow Springs Community Children's Center! We are delighted to have your child/ren in our care and would like for him/her to be kept safe and comfortable here. Please read through the Parent Handbook and coming to us with any questions you might have.

I have read the Parent Handbook and agree to abide by the policies stated within. If I have any questions or do not understand something, I will ask. I understand that interpretation of policies ultimately falls with the director and I will seek his/her assistance as needed.

Signature of Parent/Guardian **Child's Name** **Date**