

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.)*

Revised 2026

TABLE OF CONTENTS

INTRODUCTION 3

HISTORY, PHILOSOPHY, MISSION & VALUES 4

LICENSE 5

ADMISSIONS 5

TRANSITIONS 6

TUITION AND FEES 6

SUPERVISION OF CHILDREN 8

FIELD TRIPS AND TRANSPORTATION OF CHILDREN 9

SWIMMING INFORMATION 9

GUIDANCE 10

MEALS AND SNACKS 11

DRINKING WATER POLICY 12

ACCIDENTS AND EMERGENCIES 12

MANAGEMENT OF ILLNESS, COMMUNICABLE DISEASE AND MEDICATIONS POLICY 13

OUTDOOR PLAY 14

PARENT PARTICIPATION 14

HEALTHY CELEBRATIONS 15

REPORTING SUSPICION OF ABUSE OR NEGLECT 15

CONFLICT RESOLUTION 15

DELAY AND CLOSINGS 16

ADDITIONAL INFORMATION 17

The words “**parent**” and “**parents**” in italics should be read to include parents, guardians and custodians

Yellow Springs Community Children's Center
320 Corry Street, Yellow Springs, OH 45387
937 767 7236 yschildrenscenterdirector@gmail.com

INTRODUCTION

Welcome to YSCCC. We hope this handbook will help our families understand our basic philosophies, rules, regulations and procedures. Any questions regarding information in this handbook should be asked of the Director or Business Manager. While other staff members should be familiar with this information, we do not hold them accountable for interpreting it to others.

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.

We are a family friendly center and 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.

To maintain a healthy and clean environment for our center, smoking or vaping is not allowed on Center property.

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 a 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 means the Yellow Springs Community Children's Center. Some of the abbreviations you may see throughout the handbook include:

ODJFSOhio	Department of Job and Family Services
USDA U.S.	Department of Agriculture

B. HISTORY, PHILOSOPHY, MISSION & CORE VALUES

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.

Philosophy

The curriculum and teaching practices of the Yellow Springs Community 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.

Mission

The Yellow Springs Community Children's Center provides safe, high-quality childcare and education in a nurturing, family-oriented environment dedicated to enhancing each child's unique social, emotional, intellectual, and physical development.

Core Values

- ***Trustworthy***, respectful child care and engaging instruction for every child
- ***Kind***, compassionate, gentle care for children, where each child is seen and valued
- ***Excellent Teachers*** and Staff dedicated to providing research-informed, developmentally appropriate education that promotes the overall growth of each child
- ***High quality*** services to children and families
- ***Affordable*** child care and education that is accessible to all.

C. LICENSE

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.D. 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 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.

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. TRANSITION INTO, WITHIN, AND OUT OF YSCCC

Initial Enrollees - Infants, 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 room 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). 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.

Transition to Kindergarten or Leaving YSCCC

When given enough notice that your child will be withdrawing from the YSCCC teachers will plan farewell activities and/or opportunities for your child to say goodbye to their friends and teachers.

If your child will be leaving YSCCC to attend kindergarten, a graduation ceremony will be held at the Center and a final preschool conference will be held with the parents. Every effort will be made to share information with the parents regarding kindergarten registration at Mills Lawn.

F. TUITION AND FEES

Tuition and Fee Amounts are listed on the Tuition and Fee Schedule given to you upon enrollment.

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 late fee is assessed if payment is not received by the 10th. Further information about tuition billing and payment is on the Tuition and Fee Schedule provided with this handbook.

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. M Tu W Th F). Half payment is required for extended illnesses to hold the child's space.

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-payment 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 days missed are for illness, a *parent's* school break or a 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 Center Director. The *parent* will be billed for the extra day. We do allow switching a regularly scheduled day for a non-scheduled day as long as the *parent* lets administration know in advance to prepare.

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 front desk. Payments may also be made via credit card on ProCare, the designated school app.

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 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 acknowledgement, 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 to the Executive Director. 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.**YSCCC Withdrawal Policy (Effective 9.7.21)Two weeks written notice is required when withdrawing a child for any reason. If proper notice is given any unused tuition will be refunded within 30 days of the withdrawal. If the required notice is not given, *parents* will be charged tuition for the additional two weeks.**

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

G. SUPERVISION OF CHILDREN

Arrival & Department: 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 child before sign-in and after signing them out. Each child must be signed in upon arrival and signed out upon departure. The sign-in and sign-out clipboard is at the service counter at the Center maintained by a staff member.

Supervision: At no time will a toddler or preschooler be left unattended. Staff will supervise children at all times, including nap time. If a child becomes ill, he or she may be isolated in a section of the room not in use, but within the sight or sound of an adult, and therefore are offered 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 a 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: 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 YS Children's Center After School Program at (the Program's current number) as soon as possible" If necessary, we will call the police to report the child missing. The related fee is on the Tuition & 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. 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 up the child. 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 those 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 custodian.

Class Assignments & Transitioning: Children are assigned to classrooms based on many factors, including age and developmental level. The director determines these assignments with input from the teachers and *parents*. *Parents* will be notified when their child is ready to be moved 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.

H. 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 Admittance 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 preschool 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 leader will count students and perform roll calls 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.
- 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*.

I. 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 ODJFS permission form for swimming activities. 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 floatation device and be supervised by an adult in the water assigned 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 floatation device and be supervised by an adult in the water assigned to that child and no more than two others.

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 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 procedures and not in the swimming facility.

The Director may require that a child with visual or hearing impairment or other medical conditions 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.

J. 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 rule on the Ohio Revised Code website.

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 responsibilities. Limits are established clearly for all children with words and through example. They are reinforced on a daily basis. Children are made aware of the basic rules and 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 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 development 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
- Possessions 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 used by 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.

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.

K. 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 healthy program. We are also 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 are the only drinking choices that will be modeled by staff members in the classroom. 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, lunch and afternoon snack. The Center's kitchen staff develops interesting and nutritious weekly menus, which are posted at the front office area. We involve the children in nutritious 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 beverage 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, lunch will be provided.

L. DRINKING WATER POLICY

We make drinking water freely available so children can serve themselves both inside and outdoors. Beverages with added sweeteners, whether artificial or natural, are not provided to children.

M. 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 library at 415 Xenia Ave. In the unlikely event there would be an environmental threat or 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.

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/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 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.

N. MANAGEMENT OF ILLNESSES, COMMUNICABLE DISEASE AND MEDICATIONS POLICY

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

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. Children may return when they have been symptom free for a period of 24 hours (or nit free in the case of lice). Written verification from the child's medical provider that the child is no longer contagious is required in order to return to the center.

- 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 (Child's face turns red or blue or whooping or barking sound is heard)
- 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 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.

Administration of Medication at the Center

Parents must deliver medications to only the Director or head teacher.

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 or on the YSCCC website. This form is also required for topical applications such as a chapstick, sunscreen, lotion of any kind, and diaper cream.

Teething numbing medication is prohibited. Tylenol & Motrin can only be kept at the center for 1 week.

Prescription Medications: Prescription labels must have 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 medical conditions.Their *parents* must sign a release to this effect. The child must always keep the inhaler on his or her person; 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 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.

O. OUTDOOR PLAY

Large muscle activity: The Children's Center believes that children benefit significantly from having time outdoors everyday where many different kinds of growth can take place. Teachers take their groups out everyday 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 degrees Fahrenheit or heat index above 90 degrees Fahrenheit.

P. PARENT PARTICIPATION

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 of the 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 requested 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's rooms and grounds.
- Fix items that need repair
- Offer to serve on the Board of Directors or one of the Board Committees.
- Join the Parent Committee
- Attend Board meetings

Conferences: In the Infant, Toddler and Preschool programs, formal conferences are conducted in June and November. For those 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.*

Q. HEALTHY CELEBRATIONS

In keeping with our health and nutrition guidelines we require that celebration food items include a fruit or a vegetable. We also ask that celebrations include at least one physical activity or craft.

R. REPORTING SUSPICION OF ABUSE OR NEGLECT

All staff members, volunteers, interns, and student workers are mandated reporters and 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.

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

S. 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 Personnel Committee requesting a review. It should include the following information:

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

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

T. 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 or sent as a message through Procare.

IT IS THE RESPONSIBILITY OF *PARENTS* AND GUARDIANS TO KEEP THE CENTER INFORMED OF ANY CHANGES IN PHONE NUMBERS AND ADDRESSES SO YOU RECEIVE ALL MESSAGES.

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

The Director is responsible for making all Center 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.

Delayed Openings

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

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 rule states that two adults must be on the 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 through Procare and on WHIOTV 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 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.

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 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.

The Center will be closed on the following days.

New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Day AFTER Thanksgiving, and Whole week of Christmas (adopted by Board on 11/19/19)

Parents will be notified in advance of additional closing days for staff professional development. Check the monthly calendar for scheduled closures.

U. ADDITIONAL INFORMATION

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, the Director or both.

Mail and Communication: Notes to parents are put in younger children's book bags or cubbies or will be handed out to parents. We also use email and the Center's Procare app for communication.

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 the parents. We ask that parents put name labels in their children's clothing showing both first and last names. Staff will hold for parents to pick-up any of a child's belongings that cause disruption.

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 him/her to be kept safe and comfortable here. Please read through the Parent Handbook and come to us with any questions you might have.

I have read through 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**