



"Where we plant the seeds of knowledge so young minds can grow"

# PARENT HANDBOOK

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# WELCOME TO GROWING SEEDS LEARNING CENTER

*Growing Seeds Child Care and Learning Center welcome you to one of the best child care institutions serving this community. Our staff is committed to meet each child's individual needs by providing social, educational, and emotional needs in a loving nurturing environment.*

*Our Handbook is designed to familiarize our parents with our policies and procedures. We want to show that as an learning center, we are providing you and your child with the best tools and resources. Our goal is to work together to enhance your child's growth and development.*

*Growing Seeds Child Care and Learning Center is licensed for operation for the care of infants, toddlers, preschoolers, and school-age children. Growing Seeds Child Care and Learning Center does not discriminate upon the basis of race color, religion, sex, or national origin.*

# OUR PHILOSOPHY

Children are the most important part of our program at *Growing Seeds*. We are committed to providing quality childcare, developing their physical, social, and cognitive growth and using a well-planned curriculum with a hands-on approach to learning.

We will encourage children to become self-sufficient and independent. We will allow children to participate and experience opportunities for growth. We will build their self-esteem, nurture their social skills and build their educational skills.

We will use positive reinforcement, **Conscious Discipline**, for our children. Conscious Discipline is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learn the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

We will use a hands-on approach to learning, **Creative Curriculum**, which is aligned with early learning and development standards and Ohio's K-12 standards.

# OUR GOALS

1. Offer a wide range of enriching activities.
2. Focus on building each child's emotional, social, cognitive and physical skills.
3. Support the professional development of teachers through early childhood education training.
4. Offer an opportunity for parent interaction and enrichment; providing open communication with families in an atmosphere of mutual trust and respect.



# OPERATION HOURS AND CLOSINGS

Growing Seeds is open Monday through Friday from 6:30 a.m. until 6:00 p.m. The Learning Center provides both full-time and part-time services, before and after school, as well as summer camp for school-aged children.

The center is open year-round but will be closed on holidays for vacation. Please view holiday calendar. If the holiday should fall during a weekend, the center will be closed the Friday before or the following Monday.

In addition, *Growing Seeds follows the Dayton Public Schools schedule for most closings, which also included Inclement weather closings.*

Early closing or all day closing will be announced on channel 7 and/or using OneCallNow. The center will not operate during a LEVEL THREE Weather Emergency.

In our efforts to ensure that our staff is trained to meet the needs of our clients the center will be closed for in-service training days. You will be notified in advance when this will occur.

# HOLIDAY & COMPANY CLOSING SCHEDULE

## 2019

January 1<sup>st</sup> New Year's Day

January 21<sup>st</sup> Martin Luther King Jr.

February 15<sup>th</sup> Professional Development Day

February 18<sup>th</sup> President's Day

April 19<sup>th</sup> Good Friday

May 27<sup>th</sup> Memorial Day

July 4<sup>th</sup>-8<sup>th</sup> Center Vacation

September 2<sup>nd</sup> Labor Day

November 8<sup>th</sup> Professional Development Day

November 28<sup>th</sup>-29<sup>th</sup> Thanksgiving Day/ After

December 24<sup>th</sup> Christmas Eve (Close at 1pm)

December 25<sup>th</sup>-26<sup>th</sup> Christmas Day/Day After

## 2020

January 1<sup>st</sup> New Year's Day

January 20<sup>th</sup> Martin Luther King Jr.

February 14<sup>th</sup> Professional Development Day

February 17<sup>th</sup> President's Day

April 10<sup>th</sup> Good Friday

May 25<sup>th</sup> Memorial Day

July 6<sup>th</sup>-10<sup>th</sup> Center Vacation

September 7<sup>th</sup> Labor Day

November 6<sup>th</sup> Professional Development Day

November 26<sup>th</sup>-27<sup>th</sup> Thanksgiving Day/After

December 24<sup>th</sup> Christmas Eve (Close at 1pm)

December 25<sup>th</sup> Christmas Day



# Enrollment

When you enroll your child, there will be a child's enrollment packet to be filled out and a \$35.00 registration fee per child and one-week tuition collected. **THE REGISTRATION FEE AND 1ST WEEK OF TUITION IS NON-REFUNDABLE.** Information obtained on all the forms will be kept secured and confidential. The packet will include: ODJFS required health and enrollment form, medical statement (including verification of immunizations), and all health-related information.

Forms obtained during the enrollment interview must be returned prior to your child/children starting. Therefore, we suggest that you schedule your interview and tour to include enough time to fill out all forms.

## FEES

### **Ages Newborn to 18 months old (INFANTS)**

Full-Time \$263.67 per week  
Part-Time \$169.10 per week

### **Ages 18 months to 3 years old (TODDLERS)**

Full-Time \$230.20 per week  
Part-Time \$135.52 per week

### **Ages 3 to 5 years old (PRESCHOOLERS)**

Full-Time \$197.30 per week  
Part-Time \$85.50 per week

### **Ages 5 to 12 years old (SCHOOL AGE)**

Full-Time \$104.16 per week  
Part-Time \$72.01 per week  
Summer Full-Time 180.25 per week  
Summer Part-Time 117.17 per week

**Full-Time: Child Care based on a schedule of 25-50 hours per week**

**Part-Time: Child Care based on a schedule of 7-24 hours per week**

Payments of fees and co-pays are accepted by automatic payment processing only and are paid each Friday. If a payment is returned as non-sufficient funds, there will be a charge of \$45.00. If payment goes unpaid your child/children will not be able to return to the center until all fees are current.

**Private Pay Parents:** The fee collected is for the childcare slot that is made available for your child. It is not congruent with services rendered. Therefore, all fees are expected on or by the due date unless otherwise agreed upon by the center Administrator for the entire week, regardless of attendance.

**\*\*Additional fees are charged for late pick-up, late payments, and reenrollment. These fees are collected at the time of occurrence.**



# PENALTIES & CHARGES



A re-enrollment fee of \$35.00 is charged when a child is dropped from the program by the parent or center Administration and is then re-enrolled at any given time within the same year.

If a parent wishes to continue services, and a slot is available, a \$35.00 re-enrollment fee will be requested upon re-entering the program.

If accounts are one week or more delinquent, Growing Seeds Administration has the right to discontinue services. All unpaid accounts will be turned over to a collection agency. Parents will be notified prior to this procedure. Parents who receive PFCC and have a delinquent account will be reported to the ODJFS.

A two-week notice of any changes in the center's fees or policies will be given. At the end of each year you will receive an itemized receipt, showing each payment you made throughout the year. You should check the figures against your records, and then you and the Administrator will sign the receipt and retain a copy for our records.

# WITHDRAWAL

Children may be withdrawn from the center for the following reasons:

- Unresolved behavioral issues of child and/or parent or failure to comply with policies and procedures of the Center.
- Non-payment of services
- Habitual late pick-ups
- Any violation of policy, contractual, or criminal by child or parent.

Growing Seeds reserves the right, at any time, to discontinue child care services to any parent or child who jeopardizes the safety of the center and who violates the practice and policies of the center.

If a parent decides to withdraw their child/children from the program, a two-week notice is required. Any parent failing to provide a two-week notice will be charged their normal tuition rate for two weeks. All balances will be sent to an on-line collections agency after 30 days of the last day the child attends the program.

Over this two-week period, the center and parents can use this time to collect the child's belongings, acquire tax filing information and handle any outstanding balances. Also, this period gives each child an opportunity to say goodbye to his/her teacher and friends. Following withdrawal, all belongings and personal effects not removed from the center within one week will be donated to charity.

# STAFF TO CHILD RATIO

Staff to Children	Maximum Group Size	Category	Ages of Children
1:5 or 2:12	12	Infants	0-12 months
1:6 or 2:12	12	Infants	12 months-18 months
1:7	14	Toddlers	18 months-30 months
1:8	16	Toddlers	30 months-36 months
1:12	24	Preschoolers	3 years-4 years
1:14	28	Preschoolers	4 years until age eligible for kindergarten
1:18	36	School-age	Age eligible for kindergarten to 11 years
1:20	40	School-age	11 years through 14 years

There will always be a sufficient number of staff at the center to meet our children/teacher ratios. The teachers are qualified, and well trained to ensure that your child gets the best possible care.

# TRANSITIONING CHILDREN

Children develop at different rates and your child's transition to the next classroom will be based on their cognitive ability as well as their age. *Growing Seeds* will utilize written procedures for transitioning a child to the next age grouping.

This may be initiated at the request of the parent/guardian or *Growing Seeds*. The written agreement between the parent/guardian and *Growing Seeds* shall specify the beginning and ending date of the transitioning period including the transitioning schedule. The agreement shall be signed by the parent/guardian and the Administration.

**\*\*When time comes for your toddler to transition to the next age group, they must be fully potty trained.**



# Daily Nutrition

Growing Seeds participates in the CACFP (Child Adult Care Food Program) where nutritious meals are served and constitutes one third of the child recommended daily dietary allowance. We serve breakfast, lunch, and two (2) nutritious snacks daily.

Menus are posted on the parent bulletin board and in the kitchen and will be given to each parent upon request. All children will eat the same food for lunch, unless a child requires a special diet due to any allergies. If a special diet is required, there must be a medical form sign by a physician on file.

If a special diet is needed because of religious restrictions, parents must indicate on the JFS 01234 Child Enrollment and Health Information form.

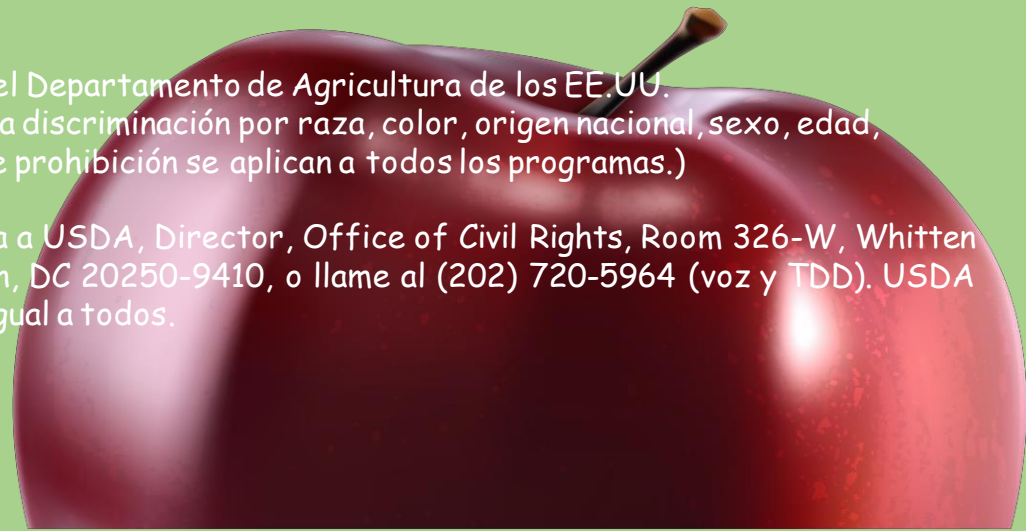
No outside food is permitted unless you have an approval from administration.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

De acuerdo a lo establecido por las leyes Federales y el Departamento de Agricultura de los EE.UU. (USDA, siglas en inglés), se prohíbe a este organismo la discriminación por raza, color, origen nacional, sexo, edad, o impedimentos de las personas. (No todos las bases de prohibición se aplican a todos los programas.)

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame al (202) 720-5964 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.



# WIC

We encourage our parents to apply for WIC.

## What is WIC:

WIC is a nutrition education program. WIC provides nutritious foods that promote good health for pregnant women, women who just had a baby, breastfeeding moms, infants and children up to age 5.

## What does WIC provide:

- Nutrition education and support
- Breastfeeding education and support
- Referral for health care
- Immunization screening and referral
- Supplement foods such as: Cereal, eggs, milk, whole grain foods, fruit, vegetables and infant formula

## How do you apply:

- Make an appointment
- Call your local clinic to schedule an appointment to meet with a WIC staff member or call **1-800-755-GROW (4769)**

## Who is eligible?

- Women who are pregnant, breastfeeding or have a baby less than 6 months old and infant and children up to 5 years old are eligible to apply for WIC. Fathers are welcome to apply for WIC for their children up to age 5.

## To qualify for services, you must:

- Live in Ohio
- Meet WIC income guidelines
- Have certain nutritional or health risks

## Do you qualify?

- All it takes is a visit to your local WIC clinic to see if you qualify for service

## Breastfed Infants

Location of On-Site Space for Breastfed Infants. The center has made space available to those requiring to breast feed/pump within the infant room for privacy and comfort.



# CLASSROOM DAILY SCHEDULE



Growing Seeds program has been developed to serve the needs of today's family. We answer the dilemma that many parents face...where to find quality childcare.

As teachers and caregivers, our goal is to achieve a sense of continuity between home and center. We believe it is important for children to maintain a familiar and comfortable routine. Through parent/teacher communication, we individualize each child's care and learning opportunities.

Growing Seeds will introduce your child to the wonders of learning. We will help him or her explore the world of social and intellectual development, enabling them to gain self-esteem and confidence, while respecting each child as an important and unique person. Children have the opportunity to read, experience a foreign language, learn about mathematics, science, social studies, health, computers, and other developmental areas. Along with parental support, our mutual goal is to equip each child with skills and an approach to learning that will be positive and exciting for guide for life.



# INFANTS 6 WEEKS-18 MONTHS: SUNFLOWER SEEDS

Growing Seeds provides a caring environment where your child's physical and psychological needs are met. Babies can develop and grow in a stimulating environment. Our center provides an infant curriculum that focuses on each child's developmental milestones.

The curriculum works with children to learn about themselves (self-concept), about their feelings (emotional), about socialization (social), gross and fine motor skills (physical), language and cognitive skills.

We at Growing Seeds also believe that infants create their own schedules based on their personal needs. Hence, we feed infants when they need to be fed, hold them when they need to be held and provide stimulating and developmentally appropriate range of motion and mentally enriching activities intermittently.

- Diaper Changing occurs and is recorded every two hours and as needed based upon the child's arrival at the center
- Babies are fed per their individual schedules
- Cuddling and play will occur throughout the day

6:30 a.m. - 9:30 a.m.	Arrival, Free Play, Breakfast, Diapering, Story/ Circle Time
9:30 a.m. - 10:45 a.m.	Sensory Motor, Morning Snack, Diapering
10:45 a.m.-11:45 p.m.	Outdoor play or Indoor large gross motor activities
11:45 a.m. - 3:00 p.m.	Lunch, Diapering, Naptime/Quiet Time Afternoon
3:00 p.m. - 4:15 p.m.	Snack, Craft Activity, Sensory Playing
4:15 p.m.-4:45 p.m.	Outdoor play or Indoor large gross motor activities
4:45 p.m.-6:00 p.m.	Dinner, Story/Movie Time, Diapering, Departure



# TODDLERS 18 MONTHS-3 YEARS OLD: PUMPKIN SEEDS

Growing Seeds provides an educational play-based curriculum to stimulate your child's environment enabling them to become active learners. Your child has the opportunity to experiment and explore to enhance their individual progress.

Our toddler curriculum focuses on your child's developmental milestones. The curriculum works with children to learn about them (self-concept), about their feeling (emotional), about socialization (social), gross and fine motor skills (physical), language and cognitive skills.

6:30 a.m. - 9:30 a.m.	Arrival, Breakfast, Toileting, Story time, Circle Time
9:30 a.m. - 10:30 a.m.	Exercise/ Dancing, Morning Snack, Toileting
10:30 a.m. - 11:00 a.m.	Outdoor play or Indoor Large Gross Motor Activities
11:00 a.m. - 3:00 p.m.	Small Group/Lunch, Toileting, Nap/Quiet Time (Musical Experience)
3:00 p.m. - 4:30 p.m.	Afternoon Snack, Toileting, Outdoor Play
4:30 p.m. - 5:00 p.m.	Large Gross Motor Activities/Read-a-loud
5:00 p.m. - 6:00 p.m.	Toileting, Story/Limited Choices/Departure



# PRESCHOOL 3 YEARS-5 YEARS OLD: APPLE SEEDS

Growing Seeds provides an educational play-based curriculum to stimulate your child's environment enabling them to become active learners. Your child can experiment and explore to enhance their individual progress.

The creative curriculum focuses on your child's development in four areas; social/emotional, cognitive, language and physical. The curriculum works with these four areas and has defined goals within each area of development. Preschoolers are learning to develop through different ages and stages.

Preschoolers are learning to understand and classify objects, typically sorting by one characteristic at a time. Preschool children are intrigued by the cause and effect of why things happen the way they do. They are very curious and imaginative as they learn to separate reality from fantasy. Preschoolers learn concepts through discovery and experimentation. They begin to problem solve and make predictions by looking at the things around them and they already know. They understand how the same object can have two features or concepts.

6:30 a.m. - 8:50 a.m.

8:50 a.m. - 10:00 a.m.

10:00 a.m. - 10:50 a.m.

10:50 a.m. - 3:00 p.m.

3:00 p.m. - 4:05 p.m.

4:05 p.m. - 5:20 p.m.

5:20 p.m. - 6:00 p.m.

Arrival, Breakfast, Interest areas, Handwashing, Story/ Circle Time

Choice Time

Handwashing, Morning Snack, Small Groups, Music & Movement

Outdoor Play, Handwashing, Lunch, Nap/ Quiet Time

Afternoon Snack, Choice Time, Music & Movement

Outdoor Play/Group Meeting

Limited Choice, Departure



# SCHOOL-AGE 12 MONTHS-36 MONTHS GRAPE SEEDS

Growing Seeds provides an educational play-based curriculum to stimulate your child's environment enabling them to become active learners. Your child has the opportunity to experiment and explore to enhance their individual progress.

Our toddler curriculum focuses on your child's developmental milestones. The curriculum works with children to learn about them (self-concept), about their feeling (emotional), about socialization (social), gross and fine motor skills (physical), language and cognitive skills.

6:30 a.m.-9:00 a.m.	Arrival, Free Play, Hand washing, Breakfast, Departure for School
2:00 p.m. - 4:00 p.m.	Arrival from School, Snack, Homework
4:00 p.m. - 4:30 p.m.	Mathematics, Science, Language Arts, Writing
4:30 p.m. - 5:00 p.m.	Outdoor Play or Indoor Free Play/ Games or created activity
5:00 p.m. - 6:00p.m.	Story Time/Departure



# OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and the state requirements, outdoor play will be included in our program daily for children in attendance for four (4) or more consecutive hours.

We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. It is our policy that all children receive outdoor play daily weather permitting.

On days that outdoor play is not provided due to these conditions, we will include a time for large indoor gross motor activities such as Dancing, Scavenger Hunts, Aerobic Exercise, and Mini Obstacle Course.





# FIELD TRIPS

Walking field trips will be taken periodically and during the summer months more frequently. The children traveling off the premises for away field trips (as weather permits) are considered an important part of the educational program. When children are traveling off the premises a school bus and/or parent vehicle transport them. Growing Seeds Child Care staff provides adult supervision always and the children are assigned to specific childcare staff members for all field trips. Parents will be notified in advance of all field trips away from Growing Seeds and a separate permission slip must be signed prior to the trip.

## Written parent/guardian permission is required when attending all trips.

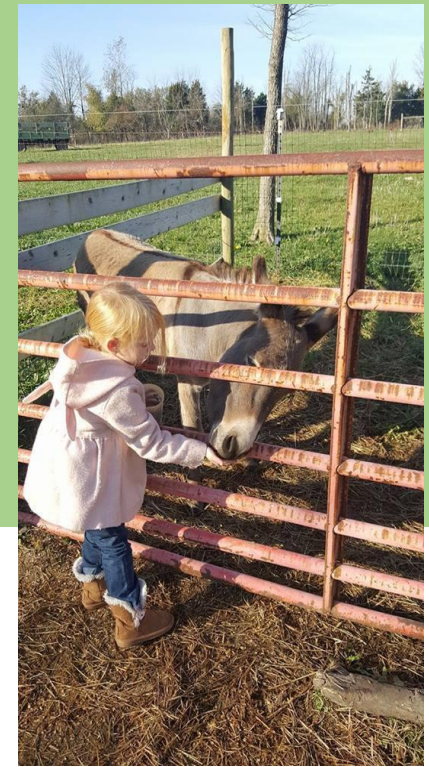
Before and after any field trip Growing Seeds staff will complete JFS 01232 (Field Trip Checklist) form to ensure proper supervision and accountability for all children during a field trip.

Toys, electrical devices, games and other such items should not be taken on trips; unless staff gives special permission. Growing Seeds will not be held liable for any lost, damaged or stolen items on field trips. All class staff members are trained in First-Aid and CPR and first-aid kits are taken on all trips away from the center as well as outdoor activities.

In each Growing Seeds vehicles, the following items are carried when traveling off the premises during field trips:

- ┌ First Aid Kit
- ┌ A copy of each child's Emergency Transportation Authorization form
- ┌ Emergency gas money
- ┌ Cell phone for emergencies only
- ┌ Insurance card and registration
- ┌ Weekly Vehicle Inspection Report
- ┌ Attendance Sheet

Every vehicle driver for Growing Seeds has a perfect driving score, which is checked frequently by the insurance company. Drivers are certified in First Aid, CPR, Child Abuse and Communicable Disease, and must attend required trainings provided by the center.



# FIELD TRIPS

The children may participate in water activities. These may include sprinklers, squirt bottles and swimming pools. The children will always be supervised, and state ratios will be maintained during all swimming activities. Written permission is required for children to participate in any water activities.

When swimming in a city, private pool, children will always be supervised by staff and a certified lifeguard.





# TRANSPORTATION

Growing Seeds Child Care and Learning Center does not offer transportation to and from any public or private school or home.

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

## EMERGENCY TRANSPORTATION

Growing Seeds policy is in the event of an illness or injury which requires emergency treatment. Parents must give permission for their child to be transported by paramedics. If the parent do not give permission to transport their child will not be able to attend the center.



# Guidance Policy

A specification of 5101:2-12-19 Child Guidance applies to all employees of the center.

GROWING SEEDS staff believes that helping the child learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. We believe that if children are treated with respect, they in turn learn to respect their teachers and friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement and positive redirection will be used. A child may be asked to sit for a brief period to give the child a chance to regain control if they are having a difficult time. Time-outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toilet accidents.



# Positive Approaches to Eliminate Negative Behavior

## VERBAL GUIDANCE:

- Speaking kindly to children
- Providing positive verbal praise when interacting with children
- Giving clear instructions
- Avoiding making comparisons between children
- Giving positive directions and suggestions
- Promoting positive self-esteem.

## BEHAVIORAL GUIDANCE:

- Supervising children for all activities always (indoor, outdoor and field trips)
- Planning developmentally appropriate classroom activities
- Ensuring that children know consequences for inappropriate behavior
- Providing consistency in discipline practices
- Ensuring that staff will be positive role models
- Giving children choices
- Knowing and understanding the mental and emotional needs of the children
- Using "Time to Self" immediately following aggression, hitting with objects, kicking or biting. (See explanation of time out in the 'time to self' section).

# Staff rules of conduct regarding discipline

- ❑ There will be no physical punishment of any kind, such as spanking, shaking, biting, pinching, pushing, pulling, slapping
- ❑ There will be no yelling at, making fun of, screaming, threatening, sarcastic remarks about, or other forms of verbal abuse administered to children at any time. Children shall not be subjected to profane language
- ❑ Discipline such as withholding food, not giving rest time, refraining from toilet use or frightening the child will not be used in this center
- ❑ In case of a serious nature with a child's behavior, the parent is contacted and a conference scheduled
- ❑ Children will never discipline other children
- ❑ Permission to physically punish a child is sometimes given by the parent. Our staff is not authorized to honor their permission
- ❑ Any proven abuse by a staff member will result in his/her immediate termination.

# "TIME to Self"

Time to Self is the removal of a child for a short period. The separation shall not last for any more than one minute for each year of the child's age. For example, a three-year-old will not serve time out for longer than 3 minutes. Furthermore, infants will never receive time out. When the child returns to the activity he or she will review the reason for their separation with the center staff member and discuss the appropriate behavior that should be displayed.

We are committed to providing a safe, enriching learning environment for all children. To ensure the safety of all children and ensure an environment in which children can learn, the following actions may be taken in the event a child's behavior endangers the health and safety of her/himself, other classmates, or staff, and/or there is inappropriate language, the following actions may be taken:

- ❑ *Parent/Family Conference* - The parent(s)/family will be contacted for a conference to discuss the situation and to form a plan of action to address the behavior(s). This may include referral to a family physician or the public-school system for a Developmental Evaluation.
- ❑ *Early Dismissal* - After the conference has occurred, if the child's behavior and/or inappropriate language occurs two (2) times in the same day; if the behavior jeopardizes the safety of the child and/or teacher and/or other children; if the child's behavior requires one-on-one teacher intervention lasting more than 15 minutes, the parent(s)/family will be contacted and must arrange for the child to be picked up immediately. Now, a status on the child's progress from the physician, school district, or other professional will be required.
- ❑ *Suspension* - Should the behavior and/or inappropriate language occur three (3) times in one week or be deemed unsafe to the child and/or teacher and/or other children, the child will be discharged to the parent or guardian within one (1) hour of the third incident. The child will be suspended immediately from the center for two (2) days. It will be the parents'/family's responsibility to find alternate care during the suspension.
- ❑ *Disenrollment* - The director will withdraw a child if the behavior/inappropriate language continues after the above procedures have been implemented. This may occur without notice.

The Director also has the authority to suspend or withdraw a child without following the above procedure if the child's behavior is so extreme that it endangers the health and safety of other children, the child her/himself, or staff and/or disrupts the learning environment of the other children.

Failure of the parent(s)/family to comply with the above procedures will result in permanent disenrollment of the child.

# ILLNESS, MEDICATIONS, EMERGENCIES

## Management of Illness

Growing Seeds has made every effort to provide for the health of the children we serve. Thus, procedures and policies to detect illnesses and protect the children from communicable diseases have been developed for the welfare of the children and staff.

It is our policy to isolate children suspected of a communicable disease or illness as promptly as possible, contact parent and make arrangements for discharge. During the isolation period, children are always within sight and hearing of an adult. These children will be closely monitored in the reception area on a cot.

**All employees or children exhibiting any of the following signs will not be admitted and/or when detected will be excused immediately until absence of the condition of the staff/child is under medical treatment.**

1. Temperature of at least 100 degrees Fahrenheit, when in combination with any other sign or symptom of illness. Temperature shall be taken by the auxiliary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use
2. Diarrhea (three or more abnormally loose stools within a twenty-four-hour period)
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
4. Difficult or rapid breathing
5. Yellowish skin or eyes
6. Untreated infected skin patches, unusual skin rash or spots
7. Evidence of unusually untreated dark urine and or gray and white stools
8. Stiff neck with elevated temperature
9. Evidence of lice, scabies or other parasitic infestation
10. Redness of the eye, eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
11. Sore throat or difficulty swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.



# MILD CLASSROOM ILLNESSES

If child is flushed, complains of a headache, sore throat, earache or anything indicating a cold or other respiratory illness, the following procedure is followed:

- ❑ Child will lie down on the cot and covered with a light blanket or sheet
- ❑ Child's temperature will be taken using the "under the arm" method with a digital thermometer
- ❑ Contact the parent to arrange for pick-up
- ❑ Check frequently to ensure that the child is still reasonably alert, able to converse, etc.
- ❑ If parent is unreachable the emergency person is contacted

Every child upon entering *Growing Seeds* is observed daily by the staff trained to recognize common signs of communicable diseases. Parents will be notified in writing during pick-up if a child is exposed to a communicable disease.

A communicable disease chart is located at the reception desk on the parent bulletin board and in the staff lounge. Parents of children who have been absent due to a communicable disease must provide a doctor's statement for re-admission to *Growing Seeds*. A child who is ill or sent home sick shall not be re-admitted before the 36-48 hours' elapses and the child is free from the symptoms of the condition.





# MEDICATIONS

Growing Seeds will administer medication for any allergies that requires the use of an EpiPen or a severe medical condition such as asthma **ONLY**. Prescribed medication, food supplements and modified diets. Growing Seeds shall secure and follow the written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist on the JFS 01217 "Request for Administration of Medication". All instructions on this form shall be followed. Growing Seeds shall also secure written instructions from the parent or guardian. A prescription label also serves as written instructions for medications and food supplements if the following are met:

- The label contains the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration.
- The prescription label is attached to the original container
- Only non-prescription fever/pain reducing medications that do not contain aspirin or cough or cold medications that do not contain codeine may be administered by Growing Seeds, without written instructions from a licensed physician, if the following are met:



# MEDICATIONS

When administering medication, food supplements or modified diet, *Growing Seeds* shall:

- ❑ Assure that the medication, food supplement or modified diet is not administered for any period beyond the date indicated by the physician, advanced practice nurse certified to prescribe medication or licensed dentist or for twelve months whichever comes first
- ❑ Designate individuals who will administer prescription and non-prescription medication. Any staff member may apply non-prescription topical products or lotions used as a preventive measure
- ❑ Verify each administration or application of medication by documenting it on the JFS 01217 form. Application of non-prescription topical products and lotions used only as a preventative measure does not need to be documented
- ❑ Assure that dosages administered by *Growing Seeds* do not exceed prescribed dosages or manufacturers recommended dosages
- ❑ Assure that a separate form is used for each medication to be administered
- ❑ Assure that completed forms be kept on file at *Growing Seeds* for review by the department for at least one year following the administration of the medication, food supplement or modified diet.



# MEDICATIONS

When storing medications *Growing Seeds* Shall:

- ❑ Assure that all medication and food supplements are given directly to center personnel for immediate safe storage, except that an inhaler or medication may be available to a school-age child with a special health condition in an emergency
- ❑ Assure that all center personnel are made aware of all school children who have immediate access to personal inhalers and that a JFS 01217 form is completed for all school-age children who have access to personal inhalers. Parents must sign a written consent for all school-age children to use their inhalers and must be on file
- ❑ *Growing Seeds* will refrigerate medication as needed immediately upon arrival and store in a separate container to prevent contamination with foods
- ❑ Keep medications out of reach of children
- ❑ Remove all medications from *Growing Seeds* when no longer needed or if the label indicates that the medication has expired.



# Medical Emergency Plan

- ❑ Incident/Injury reports are completed and kept on file at the center for a year. Parents will be issued a report the day of the incident/injury.
- ❑ Medical authorization forms are taken on all outings away from the center. In the event an accident occurs; the step-by-step emergency procedures are to be followed.
- ❑ Supervision of children during emergencies shall be the responsibility of support staff.
- ❑ First Aid kits are in the kitchen, and at the reception. They are taken on any outings away from the center and for outdoor activity.
- ❑ In the event a child is injured or becomes ill while attending Growing Seeds, staff trained in first aid is available during all hours of operation to administer emergency care.

The childcare staff member in charge of the child shall complete an incident/injury report when the following occur:

1. An illness, accident, or injury, which requires first aid treatment
2. A bump or blow to the head
3. Emergency transporting (Children will be transported by the Emergency Medical Squad)
4. An unusual or unexpected event, which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.

During emergencies, the following steps will be taken per the degree of severity.

## **Major Injury (e.g. severe bleeding, internal injury, or broken bones)**

1. Call Paramedics (Children will be transported by the Emergency Medical Squad)
  2. Administer First Aid
  3. Contact Parent/Guardian or emergency contact person
  4. Complete an incident/injury report
  4. Obtain and transport copies of child's medical records to the hospital
2. Accompany child to most convenient hospital (Children will be transported by the Emergency Medical Squad)

## **Minor Injury (e.g. cuts, abrasions, burns)**

Implement step #2. If unsuccessful, follow step-by-step procedures as described in "Major Injury."

# SAFETY PROCEDURES

Safety guidelines have been developed by Growing Seeds to assure that every necessary precaution has been taken to prevent accidents and to promote the health and safety of all. The guidelines are to be followed in all cases at Growing Seeds, specifically as they relate to fire, storms, tornadoes, floods, or other weather alerts.

- All electrical outlets **MUST** be covered if not in use or tamper proof outlets
- Furnishings are stable to prevent falling over
- Rugs and mats are firmly in place to avoid tripping
- Cabinets and drawers are fitted with childproof locks
  
- There is access to working telephones always in the center
- Aerosol spray cans will not be used in the presence of the children
- Children are never left alone or unsupervised
- Restraining orders written by the court must be kept on file





# FIRE/WEATHER EMERGENICES AND DRILLS

**Fire/Weather related drills will be conducted monthly**

The emergency evacuation and weather plans are posted visible areas in all classrooms.

**☐ These procedures are followed for FIRE DRILLS:**

- ☐ The alarm will sound
- ☐ Children will line up and prepare to go outside quietly and quickly
- ☐ After the classes are outside and far away from the building, the attendance is taken to be sure that everyone is out of the building

**These procedures are followed for WEATHER EMERGENICES:**

- ☐ The alarm will sound
- ☐ All children will be taken to the designated safe room quietly and quickly
- ☐ Attendance will be taken
- ☐ After the drills, a Fire/Weather Emergency Drill Report will be submitted to the office.

**These procedures are followed for TORNADO DRILLS:**

- ☐ Proceed to designated safety
- ☐ Children will sit against the most reinforced wall (strongest) in special positions on the floor.
  1. Knees to chest
  2. Hands around legs
  3. Head down to knees
  4. Remain Calm

**\*\*Radio weather reports for clear signals will be monitored.**

# EVACUATION, RAPID DISMISSAL, DISASTER PLANS

The Center shall have a written disaster plan and it be made available to all staff, to include an emergency plan for the following:

Rapid dismissal plans are posted in each classroom. The staff will direct children to designated location, Imagine School.

Fire Drills are conducted monthly at various times. Children are shown the proper way to exit building, a written report is kept on file. Emergency evacuation plans including fire and weather are posted in each classroom and throughout the building.

Safety plans are designed for implementation in extreme emergencies, including fire, tornado, blizzards, ice storms, thunderstorms, natural disasters, earthquakes. For earthquakes and severe thunderstorms children will be directed under furniture; Provide care and meals as needed until children are able to be released to Parents. Tornado Drills are conducted monthly during the months of March thru October.

Lockdown procedures will take place due to threats of violence which includes active shooter, bioterrorism or terrorism. The location of the first aid kits are located at the reception desk, and in the kitchen. If children are outdoors, they will be directed toward the Center.

If a disaster occurs during field trips or routine trips, children will be taken to the nearest safe shelter, attendance will be taken, the administrator will be notified, and parents will be contacted. Emergency personnel will be contacted to await further instructions.

Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats. The local emergency persons will be contacted, and the Center will await their instructions.

# EVACUATION, RAPID DISMISSAL, DISASTER PLANS

Loss of power, water or heat, contact the utility company to determine the length of time without services, if a reasonable time is not available, the Center will close.

Other threatening situations that may pose a health or safety hazard to the children in the center. The Center will contact the local emergency services or health department to determine further action. Infants will be transported in evacuation crib, with necessary food. Children with special needs and/or health conditions will have assistance from the staff to exit the building and take any medication or supplies that is required during the evacuation.

In the event of evacuation of the Center, the identified shelter will be the Triple A building located North of the center. Classroom binders will accompany the children, which contains both emergency and health information. Upon arrival staff will take attendance to ensure that all children have been evacuated. The School has food and water, children will remain until they can be reunited with the parent.

Reunification with parents will occur once notified, signage will be posted at Center and made available to Parents, emergency contact information for the Administrator and Director. Both teachers and administrators will begin notifying and communicating with parents regarding the location of the children if evacuated. There are personal cell phones that are made available for communicating with parents during loss of communications, no phone or internet service available.

Teachers will be trained or reassigned duties as appropriate. The plan will be updated on a yearly basis.

Local emergency officials are granted copy of plan and staff are in contact with emergency management officials.

\*\*If parent refuses to grant consent for emergency treatment, the center will not enroll said children.

**In case of evacuation children and staff will meet at the following location:**  
The playground or Imagine School

# PARENT RESPONSIBILITIES

Listed below are areas in which we require active parent involvement to offer your child the best possible care always.

## Arrival and Departure

For the safety of our children and staff the front doors will remain locked always. Each parent who has a child enrolled at the center will create a four-digit access code. This code is to be used to gain entrance of the center. Please DO NOT give code to others they must ring doorbell to gain access into the facility.

It is the responsibility of the parent to clock in your child using both the TAP system and the fingerprint machine.

Families who receive Title XX and have been approved for "part-time" 7-24.9 hours or "full-time" 25-50 hours. Based on this number of hours we receive "part-time" or "full-time" payment. Therefore, your child must be in attendance a minimum of 7 hours a week for part-time and a minimum of 25 hours a week for full-time, disregarding illness and times not approved by the county. If there are more than three weeks in a year in which your child is here less than 7 hours a week for part-time and less than 25 hours a week for full-time it could be cause for withdrawal of services.

We begin our morning curriculum at 8:30 a.m. and request all children to be in attendance prior to that time. Parents are required to call ahead of time to give reason for late arrivals. Growing Seeds reserves the right not to accept any child arriving after 9:00 a.m. without prior approval. It is very disruptive to the classroom, schedule of activities, and it also does not allow for proper meal preparation, when children arrive late.

# PARENT RESPONSIBILITIES

## For the safety of each child:

- Parents/Guardians must accompany their child/children into the building and escort them to the care of the attending staff member.
- A family member/friend of the family under the age of 18 years **may not** bring children in or out of the building. Please view safe departure policy under the policies and procedures section.
- No child will be released to anyone other than the parent/guardian without verbal or written consent in advance.

## Safety and Courtesy Tips during arrival and departure:

- End personal cell phone conversations
- Please turn your car off
- Please turn off or turn down loud music.
- Please drive very slowly when approaching the building.
- Please do not leave small children in the car unattended.
- Late pick-up fees will be charged a \$1 a minute per child. Late fees must be paid at the time of pick-up to the teacher(s) who stayed after hours to supervise the child/children.
- Should you arrive late for pick-up and do not have the late fee, your child/children cannot return to the center until the late charges are paid.
- If you do not notify the center that you will be arriving late to pick them up, Child Protective Services may be notified.

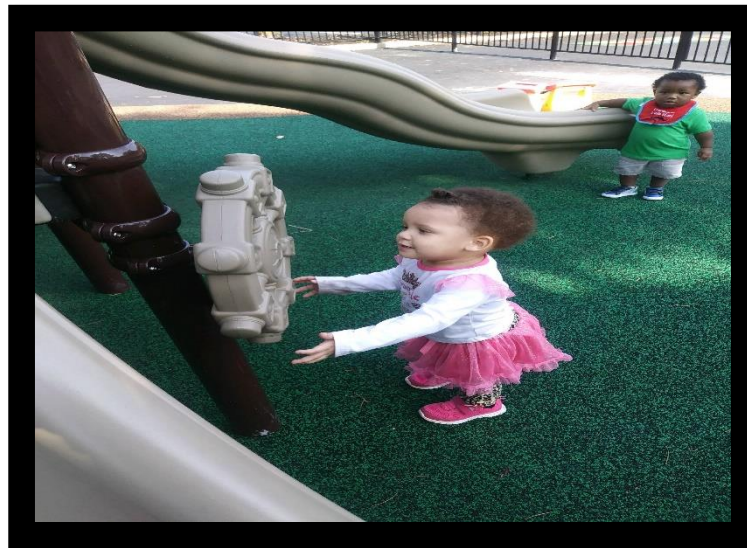


# SAFE DEPARTURE

If an individual other than the parent/guardian is picking up a child, the parent must notify an Administrator or the child's teacher. Said individual must show picture identification prior to departing with the child. If the staff is not familiar with an individual in the event of a custody case, *Growing Seeds* will request a copy of the court orders stating temporary or permanent custody. *Growing Seeds* will follow the dictates of the court order.

To prevent unnecessary accidents, parents are asked to take your child/children directly to their class upon entering the building. Parents or adults must accompany students leaving the building from the class to the vehicle. **DO NOT ALLOW** your child the freedom to run or roam the building, classroom or hallway. *GSCCLC* will not be held liable for accidents, incidents, or injuries that may occur to children who are not under the care of *Growing Seeds* Staff. When children are released from the class to parents/guardians, they are no longer under the care of *Growing Seeds* Staff.

The center will not be responsible for children who are not delivered to or retrieved from a Staff Member on duty.



# Absent Policy

The purpose of the childcare program is to provide a positive, age appropriate learning experience of all children in the program. To accomplish our goals, it is essential that children attend the center on a regular basis.

- ❑ Each day that the child is absent, the parent must call the center to report the absence (at the parent's earliest convenience). An **Excused** absence is one that is due to illness, vacation, or for family emergencies, and is called in at least two (2) hours prior to the child's scheduled arrival. All other absences are considered **Unexcused**. If the parent does not notify the center two (2) hours before their child's scheduled arrival, then the absence will be considered as **Unexcused**.
- ❑ **Publicly Funded Child Care parents receive ten (10) absent days every six (6) months from January-June and July-December. If your child is scheduled to attend the center but is absent, the center will use an absent day for each day your child is absent to ensure that we get reimbursed for approved hours consisting of full-time (25-50 hours) and/or part-time (7-24 hours). If all your absent days are exhausted before the next roll over than you are required to pay \$100.00 for the given week that your child was absent and exhausted all the absent days.**
- ❑ The center's administration will keep a running total of all unexcused absences for each child. After two (2) instances of unexcused absences, a conference will be held between the parent and the Administrator. The Administrator will make every effort to assist the parent in resolving the attendance problem. If the child's attendance still does not improve and the child reaches a total of five (5) unexcused absences, and if other children are waiting to be enrolled at the center, the child will be withdrawn from the center and placed back on the waiting list. A letter will be sent to the parent and a copy kept on file.
- ❑ If a child is absent due to a communicable disease or if a child has been absent for three (3) consecutive days, or the child is sent home from the center due to medical problem, a statement will be required from a doctor. After consecutive two-week absences, a child may be withdrawn even with medical problems. The child will be evaluated for re-enrollment when she/he is medically ready and if there is a vacancy.
- ❑ If your child is transported from school or another extracurricular activity to the center and your child does not arrive at the center as scheduled, our policy is to first contact the child's school or other program center to see if the child missed their transportation. Secondly, we will contact the parent to see if the child attended school or the other program that day. If the child cannot be located using the above measures, the center will consider the situation critical and will contact the local authorities.

# Reporting Responsibility

Children may not be dropped off prior to their scheduled arrival time or picked up later than the scheduled pick up time. To act as a deterrent, parents who pick their children up late will be assessed a late fee in the amount of \$1 per minute, per child for EVERY minute you are late. Late fees must be paid at the time of pick-up and to the staff member who stayed after closing.

Should you arrive late for pick-up and do not have the late fee, your child/children cannot return to the center until the late charges are paid.

If you do not notify the center that you will be arriving late to pick them up, Child Protective Services may be notified.

## Contact Information

The standard procedure for parents or guardians to receive a list of contact information is for other parents and guardians with children attending the center and only for those individuals who indicate on the **JFS 01234** "Child Enrollment and Health Information" that they want their contact information made available. The list shall only be given to parents or guardians of a child who attends the center and individuals associated with the center who request it for center related business. Please see administration for a copy of the contact list.

# Records Management

It is the responsibility of each parent to work with the center to maintain current and accurate contact and emergency contact information that includes email addresses as well as update each child's medical form yearly ensuring to communicate each child's needs to the center Director or Teacher. This includes but is not limited to, allergies, changes in behavior and illnesses. Failure to provide up-to-date medical forms as requested may lead to a suspension in services rendered. The enrollment and health form must be updated annually or when changes occur.



# Supplies

Each child is assigned a cubby in or near his/her classroom area. Parents are responsible for providing and placing the items listed below in the child's cubby. Please bring the supplies appropriate to each child's age group on or before his/her first day of attendance. **ALL ITEMS MUST BE LABELED.**

## **Infant**

- Formula in bottles (If the center provides formula for your baby bottles, the bottles must be filled with appropriate water levels. **(NO CEREAL IS TO BE ADMINISTERED INTO BABY BOTTLES UNLESS YOU HAVE A REQUEST TO ADMINISTER FORM COMPLETED AND SIGNED BY A PHYSICIAN).**
- Breast milk must be labeled with child's name, date milk was expressed and expiration date.
- Adequate supply of diapers & Wipes
- Two complete weather appropriate change of clothing
- Pacifier, (No blankets) and bibs

## **Toddler**

- Adequate supply of Pull-Ups & Wipes
- Two complete weather appropriate change of clothing & socks

## **Pre-School**

- Complete weather appropriate change of clothing & socks
- If it becomes necessary for Growing Seeds to supplement any of these items, there will be an additional charge added to your weekly fee.





# Participation

Parents are encouraged to participate whenever possible in the activities at the center such as field trips, class parties, special programs, or simply to join in the fun. Parents do have access to their child's areas during center operating hours.

Teachers are available to discuss your child's progress or needs during any parent meetings. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in a lengthy conversation.

Should a parent or an employee have a concern that you feel needs to be addressed, please contact the center's Administrator to set up an appointment. If it is a matter of immediate concern, you may also speak to the center's Administrator.

# Parents as Visitors

Parents are welcome to visit in the classroom for a short visit. We find that having a child's parent in the room can help them become better focused, but at times may cause them to be distracted from their task at hand.

# Parents as Volunteers

Parents are urged to volunteer their services and participate in the daily program at their convenience at least twice a month. Our classroom volunteers assist teachers in working with children. This allows the teacher to spend more time on individual and small group activities. The children enjoy having other children's parents in the classroom.

# Mandatory Parent Meetings

Growing Seeds will have two mandatory Parent Meetings per year in the months of **April** and **October**. The purposes of these meetings are to keep you abreast of Center's policies and changes, while allowing you the opportunity to be a part of strategic planning. It is imperative that you attend the meetings, failure to do so, may result in your child being withdrawn from the Center.

# Program Participation

## Early Childhood Education Grant

Growing Seeds is a recipient of the Early Childhood Education Grant which is funded by the Ohio Department of Education. This program provides educational tools and resources for our Preschool Program and biannually students will be assessed to ensure that they are prepared for Kindergarten and to determine the practicality and viability of this program. It is mandatory that all students and parents show an avid interest in this program and fully participate. This includes the enrollment process, all required homework, and the assessment/ evaluation process. Failure to participate in any aspect of this program will result in the termination of your child's enrollment in the preschool program. For additional information regarding the ECE Grant, please stop by to see an administrator or visit

<https://education.ohio.gov/Topics/Early-Learning/Early-Childhood-Education-Grant>.

## Preschool Promise

Growing Seeds is a participant of Preschool Promise which is locally funded by the City of Dayton. This program complements the ECE program by providing educational tools and resources for our Preschool Program and coaches for our teachers. This program also offers a subsidy to families to help offset the costs of Preschool. Families that reside in the City of Dayton are eligible to participate in this program. For additional information regarding the Preschool Promise Program, please stop by to see an administrator or visit

<http://preschoolpromise.org>

# ADDITIONAL POLICIES AND PROCEDURES

## Adult Personal Conduct

Growing Seeds will not tolerate offensive language from parents or staff members.

It is a violation of state law, as well as Growing Seeds policy, for a parent to physically or verbally discipline children in the center, or to reprimand or accuse other children of misconduct.

All Growing Seeds employees are required to maintain a professional attitude with our parents at all times.

If the Center suspects a parent or guardian is picking up a child under the influence of drugs or alcohol, Growing Seeds will contact the police and Department of Human Services immediately.

All rules and policies are in place to ensure the safety of each child and caregiver in the facility.

Growing Seeds reserves the right, at any time, to discontinue child care services to any parent or child who jeopardizes the safety of the center and who violates the practice and policies of the center.

Any negative matters that need to be discussed, must directly involve the Administrator.

# ADDITIONAL POLICIES AND PROCEDURES

## Learning Center Employees

*Growing Seeds* provides job related training for all staff. Each teacher must register with the Ohio Professional Development Network, submit an annual professional development plan, maintain required certification in CPR, First Aid, Communicable Diseases, and Child Abuse Prevention, and provide verification of annual professional development work. A file is kept in the center office for each staff member. It contains 1) medical statement, 2) educational records, 3) BCI/FBI checks, 4) handbook review form 5) confidentiality statement 6) professional development verification

The center does not endorse, nor is it responsible for teachers and other staff who provide outside services for *Growing Seed* parents, such as babysitting. *Growing Seeds* does not train staff to work outside the learning center setting. Any relationship formed outside the learning center setting excludes *Growing Seeds* from all liability.

# ADDITIONAL POLICIES AND PROCEDURES

## Reporting Child Abuse and Neglect

We understand the importance of family, however if we suspect child abuse or neglect by a parent/guardian and it is brought to our attention, we are required by law to report it to the Montgomery County Department of Children Services. This center will abide by this law. All center staff members are mandated reporters.

## Medical Insurance

Growing Seeds will not pay the medical expenses for any child, including but not limited to, accidents and/or illnesses children may have at the center. **Normal childhood related accidents may happen at the center including falling, bumping into objects, tripping etc.** Growing Seeds shall not be responsible for medical expenses resulting from these types of incidents. It is the responsibility of the parent/guardian to provide health coverage.

## Damage to facilities or equipment

In the event a child damages equipment, toys or the facility, the parent may be asked to reimburse the facility for the replacement cost of said items.

## Vacation

Vacations are available if a child has been enrolled for at least 6 months. Please see administrator for additional details.

## Cameras

Our center has a camera surveillance system. The center Administrator has a monitor in the office to view all classrooms throughout the building. The cameras are in place for the safety of the children as well as the staff. Due to privacy concerns of all children in our care, parents are not allowed to view footage.

## Toys from Home

At Growing Seeds, we try to create a stimulating environment for the children. We would also like for them to participate in the activities that we plan each day. We request that you **DO NOT** send toys from home unless instructed by teacher for show and tell.

## Hair Accessories and Jewelry

Children under the age of three (3) are not permitted to wear earrings, necklaces, bracelets, beads in their hair, or any other jewelry or hair decorations. These items, if removed, pose a serious choking hazard. If a child wears any of the items to the center, Growing Seeds staff will immediately remove and store these items in the office until pickup time.



# ADDITIONAL POLICIES AND PROCEDURES

## Newsletters, Updates & Daily Communications

To keep our parents and students well acquainted with our center activities, *Growing Seeds* issues daily updates for our students and parents. We send communication via email and our *OneCall Now* SMS messaging. In addition, we provide updates through the *Procure* time tracking tool. You can view these communications when you check your child in and out daily.

## Updates to the Parent Handbook

This parent handbook is updated each year or per changes within the center. The handbook will be made available at the center. It is the responsibility of the parent to check for updates. If major policy changes are made to the handbook any other time in the year, a notice will be posted stating the changes that were made and it is the responsibility of the parent to read and be informed

*In compliance with the applicable federal, state and local statutes and regulations, Growing Seeds is committed to equal employment opportunities for all applicants, participants and employees in all facets of its operation and where deficiencies.*

*In addition, Growing Seeds policy to recruit, hire compensate, train, promote, transfer, lay-off, terminate in all job classifications without regard to race, color, religion, national origin sex, age, political affiliation or handicap.*

# COVID - 19 POLICIES AND PROCEDURES

## Social Distancing Measures

Due to COVID - 19 we will be implementing a number of procedures as it relates to social distancing to minimize or eliminated possible contraction of COVID-19. Some of the measures we have implemented are as follows:

- Maintaining a distance of 6 feet in and outside of the classroom.
- Wearing masks to prevent the spread of germs. Children under the age of 2 will not be required to wear masks.
- Providing students their own toys and resources to prevent cross contamination of bodily fluids.
- Designated classroom entry doors to drop off and pick up children.

## Absenteeism

Due to the limited number of students permitted in the center, we will not be able to accommodate absenteeism. Based on the schedule in which you have provided, you are required to have your child attend all hours noted on your schedule unless there is a medical reason that your child can not be in attendance. In this case, you must present a doctor's note stating the reason the child must be absent from school. There are no exceptions to this rule.

# COVID - 19 POLICIES AND PROCEDURES

## COVID - 19 Related Illnesses

While we will do our best to prevent the contraction of COVID - 19 we can not guarantee that someone may contract COVID - 19. Child care programs are required, per Ohio Administrative Code, to ensure that all administrators, employees, child care staff, residents of family child care homes and children take their temperature prior to or as soon as they arrive each day. If the temperature is 100 degrees or higher:

- The individual cannot return to the program until fever-free without the use of fever reducing medication for at least 24 hours.
- If the individual has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the program, he or she must complete isolation or quarantine procedures in coordination with their local health department.

Programs are also required to take several steps when a staff member or child enrolled in the program has tested positive for COVID-19. We will:

- Notify the Ohio Department of Job and Family Services (ODJFS) by the next business day in the Ohio Child Licensing and Quality System (OCLQS) as a serious incident.
- Notify the local health department by the next business day.
- Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department. Additionally, per the Responsible Restart Ohio guidance issued by Governor Mike DeWine and the Ohio Department of Health, programs should shut down rooms for deep sanitation, if possible.

In addition, we will:

- Work with the local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- Test all suspected infections or exposures.
- Following testing, contact the local health department to initiate appropriate care and tracing.

## Information Required by Ohio Administrative Code

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

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

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

## USDA Non-discrimination Statement

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

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

# ACKNOWLEDGEMENT OF PARENT HANDBOOK

I, \_\_\_\_\_ have received a copy of the *Growing Seeds* Child Care & Learning Center Parent Handbook. I agree to the conditions in the handbook and will abide by them. I understand that this acknowledgement will be kept in my child's file at the center.

**Child/Children's Name:**

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Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_