



# **DYVOSVIT SCHOOL AND CHILDCARE PARENT HANDBOOK**

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### DYVOSVIT SCHOOL AND CHILDCARE

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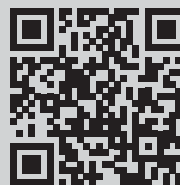
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(parents only)



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## Welcome

Welcome to Dyvosvit School and Childcare. This Handbook contains information regarding our toddler/preschool and afterschool childcare program. It is very important that you read this Handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Dyvosvit School and Childcare.

## Philosophy and Goals

The purpose of our Dyvosvit School and Childcare's Ukrainian language based program is to meet the child care and educational needs of families with children of preschool and school age who live in the Greater Cleveland area, by creating a safe and supportive environment where children can learn Ukrainian and English, know the world of art, and explore, create and develop their scientific, technological, engineering and mathematical skills. Our mission is to take care of emotional, cognitive, social and physical health of children, while allowing, encouraging and directing their creative potential for a high quality learning environment.

Dyvosvit School and Childcare offers a toddler/preschool and afterschool programs and quality, loving care for children aged 2 1/2 years old and above. The staff members recognize the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences, by encouraging children to learn and explore in various areas of interest. We are pleased that you have chosen to include us in the growth and development of your children. Our programs emphasize learning through play, exploration, and in an environment that promotes a love of learning.

## License

Dyvosvit School and Childcare is a child care center licensed by the Ohio Department of Job and Family Services (ODJFS). The license is posted in the Center's hall near the front entrance. At the end of the Handbook you will find an attachment about licensing and other valuable information. A copy of the licensing rules is available in the Administrator's office. Please take the time to read this information.

[www.dyvosvitchildcare.com](http://www.dyvosvitchildcare.com)

## Staff/Child Ratios and Maximum Group Size

Dyvosvit School and Childcare will not exceed the following state required staff/child ratios and maximum group sizes:

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
<b>Older Toddlers</b> (at least 2 1/2 years and less than 3 years)	1:8	16
<b>Young Preschoolers</b> (at least 3 years and less than 4 years)	1:12	24
<b>Older Preschoolers</b> (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
<b>Young Schoolagers</b> (enrolled in or eligible to be enrolled in kindergarten and less than 11 years)	1:18	36
<b>Older Schoolagers</b> (at least 11 years and less than 15 years)	1:20	40

Ratios for toddlers and preschoolers may be doubled for 2 hours at nap time as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency. Also please refer to our staff/child ratio chart posted in the Center's hall near the front entrance.

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include nap time, lunch time, outdoor play or special activities. During some activities such as gross motors and music activities, as well as during special occasions (e.g., guest speakers, class parties, and special programs) classes may be combined. The required staff/child ratios will be always maintained.

## Hours and Days of Operation

Dyvosvit School and Childcare is in operation Monday through Friday 7:30 a.m. to 6:30 p.m. The Center will close to observe the following holidays:

- New Years Day;
- Christmas Day (Julian Calendar);
- Memorial Day,
- Fourth of July,
- Labor Day;
- Thanksgiving;
- Christmas Day (Gregorian Calendar).

Early dismissal will occur on Good Friday and Christmas Eve.

The Center will provide no evening or over-night child care.

## Daily Schedules

The daily schedule at the Dyvosvit School and Childcare is flexible enough to allow for the teachers to adapt activities as needed and also structured enough to provide a predictable environment for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

A typical day at Dyvosvit School and Childcare includes small group, large group, and individual activities; teacher-led instruction, and time for free play. The daily schedule includes academic instruction, gross motor play, circle time, quiet activities, snack, and free choice.

A typical day for older toddlers (2 1/2 years old) would include:

Time	Activity
7:30-8:30	Arrival and Breakfast
8:30-9:00	Free Play
9:00-9:05	Prayer
9:05-9:12	Physical Activity
9:12-9:27	Circle time
9:27-9:45	Snack
9:45-10:30	Outside/P.E.
10:30-11:15	STEM Lab
11:15-12:00	Language Arts/English
12:00-1:00	Lunch & Story time
1:00-3:00	Quiet Time
3:00-3:30	Snack

Time	Activity
3:30-4:15	Music / Art
4:15-4:30	Closing Circle
4:30-6:00	Specials & Outside Time
6:00-6:30	Free Play and Departure

A typical day for young preschoolers (3 years old) would include:

Time	Activity
7:30-8:30	Arrival and Breakfast
8:30-9:00	Free Play
9:00-9:05	Prayer
9:05-9-15	Physical Activity
9:15-9:30	Circle Time
9:30-9:45	Snack
9:45-10:30	STEM Lab
10:30-11;15	Language Arts /English
11:15-12:00	Outside /P.E.
12:00-1:00	Lunch and Story Time
1:00-3:00	Quiet Time
3:00-3:30	Snack
3:30-4:15	Music/Art
4:15-4:30	Closing Circle
4:30-6:00	Specials/Outside time
6:00-6:30	Free Play and Departure

A typical day for older preschoolers (4 year old) would include:

Time	Activity
7:30-8:30	Arrival and Breakfast
8:30-8:55	Free Play
8:55-9:00	Prayer
9:00-9-12	Physical Activity
9:12-9:30	Circle Time
9:30-9:45	Snack
9:45-10:30	Language Arts /English
10:30-11;15	Outside /P.E.
11:15-12:00	STEM Lab
12:00-1:00	Lunch and Story Time
1:00-3:00	Quiet Time
3:00-3:30	Snack
3:30-4:15	Music/Art
4:15-4:30	Closing Circle
4:30-6:00	Specials/Outside time
6:00-6:30	Free Play and Departure

A typical for schoolager (5 years and older) would include:

Time	Activity
3:00-3:15	Arrival
3:15-3:30	Snack
3:30-6:30	Classes for Improving English and Ukrainian Language Skills
6:15-6:30	Departure

## Inclement Weather or Emergency Closing

On rare occasions, it may be necessary to close the Center due to poor weather conditions or a general emergency (e.g., no power). We will make every effort to open our doors at the normal time. If circumstances should arise, check Dyvosvit School and Childcare’s website at [www.dyvosvitchildcare.com](http://www.dyvosvitchildcare.com) and watch WKYC Channel 3 News television station (also at [www.wkyc.com](http://www.wkyc.com)) for iAlert closing information. On these occasions, regular payment is expected.

Parents are encouraged to sign up for free closings text alerts at [www.wkyc.com/about/text-alerts](http://www.wkyc.com/about/text-alerts).

## Enrollment

Dyvosvit School and Childcare accepts children between ages 2 1/2 and 5 years for the pre-school programs and school age children for the afterschool program. All children are required to have the following documents for enrollment:

- *Child Enrollment and Health Information* (ODJFS Form JFS 01234, Rev. 12/2016);
- *Child Medical/Physical Care Plan for Child Care* (ODJFS Form JFS 01236, Rev. 12/2016) (for food allergies);
- *Request for Administration of Medication for Child Care* (ODJFS Form JFS 01217, Rev. 12/2016) (for emergency medications only);
- *Family Information for Step Up to Quality Programs (SUTQ)* (ODJFS Form JFS 01511, Rev. 10/2014);
- *Child Pick-Up Permission* (Form DSC001).

A child is considered to be enrolled in Dyvosvit School and Childcare only after the registration and educational supplies fees have been received, the

Administrator confirms the availability of space and the required paperwork is received, reviewed, and approved by the Administrator.

The *Child Enrollment and Health Information* form includes the child’s basic enrollment and health information. The form is required by Ohio Department of Job and Family Services and has to be updated/resubmitted by parents for each year of their child’s enrollment. All sections must be completed in full. This includes all parents listed with contact numbers and a valid e-mail address, at least one emergency contact who lives within an hour’s drive of the Center and other information that may be important during your child’s attendance. Each child should have their own copy of the *Child Enrollment and Health Information* form. This form must be filled out by parents or legal guardians as it is a legal document.

Any change to the information in *Child Enrollment and Health Information* form must be communicated to the Administrator’s office immediately so that current information is always on file. This is for the safety of your child.

Upon registration, the *Child Medical Statement for Child Care* (ODJFS Form JFS 01305, Rev. 12/2016) signed by a physician, physician’s assistant (PA), advanced practice registered nurse (APRN) or certified nurse practitioner (CNP) is required to be submitted (with attached record of the current or in-process immunizations) within 30 days of enrollment. The immunizations against the following diseases are required:

1. Chicken pox.
2. Diphtheria.
3. Haemophilus influenzae type b.
4. Hepatitis A.
5. Hepatitis B.
6. Influenza (if seasonal vaccine is available).
7. Measles.
8. Mumps.
9. Pertussis.
10. Pneumococcal disease.
11. Poliomyelitis.
12. Rotavirus.
13. Rubella.
14. Tetanus.

Children will not be permitted into the Center if the form is not submitted within the 30-day time frame. This *Medical Statement* must be updated ev-

ery 13 months.

All children enrolled at the Center should have received those vaccinations recommended by the State of Ohio for each age level. The Center will not enroll children whose families desire immunization exemption for religious or personal reasons even though Ohio Code permits exemptions. Documentation of immunizations must be on the record along with the *Child Medical Statement* no later than 30 days of enrollment.

The Center will not enroll children whose families refuse to grant consent for transportation of their child to the source of emergency treatment.

Children who attend a grade of kindergarten and above in elementary school are exempt from the requirement of submitting the medical statement.

When a child with food, medication or environmental allergies, a special health or medical condition, a need for medication, food supplement or medical food, any dietary restrictions, is enrolled in Dyvosvit School and Childcare, parents are required to complete *Child's Medical/Physical Care Plan for Child Care* (ODJFS Form JFS 01236, Rev. 12/2016) and JFS-01217 Request for Administration of Medication for Child Care.

In the event of medical emergency, 911 will be called and, if necessary, the child will be transported to the nearest medical facility. The emergency transportation authorization signed at the time of enrollment outlines this procedure. The Center reserves the right to refuse services to any child whose parent declines to give permission to transport in the event of emergency.

All forms required for enrollment can be found on the Center's website ([www.dyvosvitchildcare.com](http://www.dyvosvitchildcare.com)) or obtained by visiting the Administrator's office.

## Formal Assessments on Enrolled Children

Child assessment is a vital and necessary component of all high-quality early childhood programs. Assessment is important to understand and support young children's development.

The Dyvosvit School and Childcare intend to conduct formal assessment on enrolled children and report child level data to ODJFS pursuant to 5101:2-17-02 of Administrative Code once the Cen-

ter has lead teachers to complete their training in conducting the assessment.

All screenings, checklists, and assessments will be completed by the lead teacher in the assigned classroom. Any assistance in this procedure will be completed by child care staff members under the direct supervision of the lead teacher.

## Tuition and Payment Policies

The tuition fees for full-time toddler/preschool program are based on the weekly rates.

Parents who wish to enroll their child part-time will be allowed to do so only under condition of available space. Preference will be always given to full-time enrollment.

Tuition fees for the part-time toddler/preschool and afterschool programs are based on hourly rates.

The weekly and hourly rates for different age group for the current school years can be obtain in the Administrator's office. The rates are subject to annual adjustment.

The tuition invoice for the next week will be generated on Friday and will be sent to the e-mail address provided by parents during the registration. The tuition can be paid on-line by credit card or with a free bank transfer or given to the classroom teacher with a bank check. If payment is not received by Wednesday of the week of care, the account will be considered delinquent. (See *Delinquent Accounts*.)

The full tuition is due on Monday of the week childcare is provided regardless of attendance. Full tuition is due for any days that include holidays and also any days during which the school is closed due to inclement weather. Children whose families fall behind on tuition payments can be dismissed from the program.

In the event of illness, full payment is expected, except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the Center for more than 5 consecutive weekdays. Half payment is required for extended illnesses to maintain the child's space.

All checks are to be made payable to: *Dyvosvit School and Childcare*. Please write down the name of the child on each check. No cash will be accepted for tuition payment, except in the case of returned checks due to insufficient funds.

Our tax ID number is available upon request.

## Registration and Educational Supply Fee

At the time of enrollment, an annual, non-refundable registration fee of \$25 is charged. This fee is for each child enrolled. A child is not considered enrolled until the registration fee is received.

In addition, educational supply fee will be due at the beginning of each 3-month period (September-November, December-February, March-May, June-August) of the child's enrollment. The current supply fee rates for different age groups can be obtained in the Administrator's office. The rates are subject to annual adjustment.

## Vacations

The Center must be notified of vacation dates at least two weeks in advance. Each child is granted 5 free vacation days (after 90 days of attendance). These days may be used individually or for an entire week. If the child is on vacation more than 5 days, the tuition at normal rate will be charged after the first week.

## Delinquent Accounts/Returned Checks

A fee of \$5.00 per day will be charged to the account if payment is not received by the designated day. (Please see above.) A \$35.00 fee will be charged for any returned checks due to insufficient funds and the parent will be required to pay in cash until all account balances are settled.

## Publicly Funded Child Care Assistance

Parents who are employed, in school or participating to meet the requirements of the Ohio Works First (OWF cash assistance) or Supplemental Nutrition Assistance Program (SNAP) can apply for help to pay for their child care at Dyvosvit School and Childcare in the county where they live by contacting the county department of Job and Family Services (CDJFS).

If needed, the Center's Administrator can pro-

vide parents with assistance in preparing *Application for Child Care Benefits (with Voter Registration)* (ODJFS Form JFS 01138, Rev. 6/2016).

Parents may still be required to pay for part of their child care tuition, called co-payment. The amount you pay is based on your income, family size and how many children that you have in child care.

## Late Pick-Up Charges

Parents should arrive early enough to be at the Center to pick up their child no later than 6:30 p.m. If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time.

Parents who arrive late to pick up their child will be assessed a late fee of \$5 plus an additional \$5 charge for each 15 minutes late. For example, if a parent arrives at 6:33 p.m., a \$5 fee will be applied. If a parent arrives at 6:48 p.m., a \$10 late fee will be applied. Late pick-up charges will be added to the weekly invoice sent to parents to be received with tuition payment for the next week of attendance after the late pick-up. The late pick-up charge policy will be enforced during bad weather. Please remember our staff is anxious to get home on time to their families and commitments.

## Withdrawals

Parents wishing to withdraw their child may do so at any time. A two week written notice from parents is required when withdrawing their child from our program. Without this notification we will continue to hold the child's spot and the parents will be responsible for paying weekly fees.

## Supervision Policy

A major responsibility of the Dyvosvit School and Childcare's staff is to ensure the health and safety of each child entrusted in our care. Staff members are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

## Arrival/Departure

Parents are required to bring their children into the classroom and to sign the child in on the clipboard by the door. Any special messages, weekly tuition payments, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pickup parents are asked to make contact with their child's supervising 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.

## Supervision of Toddlers/Preschoolers

At no time will a child be left unattended. Staff will supervise children at all times, including nap-time. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

## Supervision of School Age Children

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- Children are within hearing distance of their teacher,
- The teacher checks on the children regularly until they return and the restroom is for the exclusive use of the Center. One group of no more than six school age children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

## On-site Space for Breastfeeding Mothers

The Center provides breastfeeding mothers, including employees, a private and sanitary place

to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water. The location of the area is posted on the information board in the Center's hall near the entrance.

Breastfeeding mothers and employees may store their expressed breast milk in the Center's refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

## Children Arriving to the Center from Other Programs

At times it may be necessary for a child to arrive at the Center from another program (e.g., a child arrives after a part time Head Start program or a schoolager arrives at the Center after school). The parents are responsible for bringing their child to the Dyvosvit School and Childcare after school unless an arrangement is made with their local school transportation authority to bring the child to the Center. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the Center that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the Center when their child is not going to be attending.

## School Delays/Cancellations

Our program will operate a full day program for schoolagers when school is closed for vacations, delays or cancellations.

## Release of a Child

Staff will release children only to their parents or people listed on the *Child Pick-Up Permission* form provided by the parent at the time of enrollment.

If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check IDs of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority!



In addition, 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 transport the child home. Police will be notified if necessary.

## **Custody Agreements**

If there are custody issues involved with your child, you must provide the Center with court papers indicating who has permission to pick up the child. The Center may not deny a parent access to their child without proper documentation.

## **Transitioning**

Due to specifics of Dyvosvit School and Childcare, children will stay in the same classroom for whole duration of the school year. On rare occasions, at the Center's discretion, some children may be considered for transition to the next classroom. Parents of these children will be notified when their child is ready to move up to the next classroom. 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.

## **Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

## **Field Trips/Transportation of Children**

The Center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

We might be taking periodic field trips by renting school buses from the local school district or by engaging parents to transport their own child(dren). The trips by rented buses will also be done with a trained staff member in each bus.

Before any child participates in either a routine

or field trip, the Center will obtain written *Routine Trip Permission for Child Care* (ODJFS Form JFS 01225, Rev. 12/2016) or *Field Trip Permission for Child Care* (ODJFS Form JFS 01226, Rev. 12/2016) from the parent or guardian. Each child will wear a name tag with Center's identifying information. During the course of field trips, each staff member will have specific children that they are responsible for supervising.

Before departing the Center, a count will be taken of all of the children, and they will be marked on *Field Trip Check List for Child Care* (ODJFS Form JFS-01232, Rev. 12/2016), specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. Periodic checks will be made at the destination. This process will be repeated upon leaving the destination, and returning to the Center.

## **Guidance Policy**

Dyvosvit School and Childcare staff believe that helping the child to 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. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the «right» thing) and positive redirection (removing the child and giving them an appropriate activity) will be used.

If necessary, a child may be asked to sit for a short period of time 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 toileting accidents. This discipline policy applies to all staff and parents while they are at the Center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The Administrator would be in communication with

the parents prior to this occurring. If the child demonstrates behavior that 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 Ohio Administrative Code.

## Water Activities and Swimming

The Center will provide no water activities or swimming.

## Meals and Snacks

For the toddler/preschool programs, Dyvosvit School and Childcare serves a breakfast meal, morning snack, lunch meal and an afternoon snack (see *Daily Schedules*).

For the afterschool program, the Center serves an afternoon snack (see *Daily Schedules*).

The content of meals and snacks is selected from the following four basic food groups:

1. Meat or meat alternative;
2. Breads and grains;
3. Fruits and vegetables (juices may be used if 100% and undiluted);
4. Milk (fluid cow's milk) and dairy (1% or skim homogenized vitamin A and D fortified for children over 24 month).

Each of the snacks provided by the Center will be offered in individually packaged containers or packages and will contain at least 1 serving each from 2 of the 4 basic food groups.

Parents are required to provide breakfast and lunch meals for their child.

The breakfast meal must contain one serving each from 3 of the four basic food groups; lunch meal – 1 serving of fluid milk, 1 serving of meat or meat alternative, 2 serving of fruits and or vegetables, and 1 serving of bread and grains.

All food items provided by parents must be stored in a lunch box/bag clearly marked with your child's name. As the breakfast and lunch meals will be stored in the classroom, please make sure to include ice packs in your child's lunch boxes if foods need to be kept cold. If a breakfast or lunch does not meet the nutritional requirements then the Cen-

ter is mandated to provide the additional food(s). These will be provided at a charge of \$1.00 per item.

## Accidents/Emergencies

The Center has devised several procedures to follow in the event that an emergency would occur while a child is in the Center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot.

In order to prepare children for the unlikely need to evacuate, the Center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the Center, our emergency destination is green lawn next to St. Vladimir Cathedral's building across the parking lot from the Center.

A sign will be posted in front of the Center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and tender caring love. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and the Center's administrator or child care staff member will accompany the child to the hospital with the child's health and medical records required by rule 5101:2-12-15 of the Administrative code (ODJFS Forms JFS 01234

and JFS 01236 with support documents). The administrator or child care staff member will stay with the child until the parent assumes responsibility for the child's care.

Staff will not transport children in their vehicles. Only parents or EMS will transport.

An *Incident/Injury Report* (ODJFS Form JFS 01299, Rev. 12/2016) will be completed and a copy will be provided to the child's parent or person picking up the child on the day of the incident/injury, if any of the following occur:

- a child become ill and requires first aid or receives an injury that requires first aid treatment;
- a child is transported by parents or emergency services from the Center to a source of emergency assistance;
- a child receives a bump or blow to the head;
- an unusual or unexpected incident occurs that jeopardizes the safety of a child or employee of the Center, such as a child leaving the Center unattended, a vehicle accident with or without injuries or exposure of children to a threatening person or situation.

In the case of a serious incident, the Center will report it within 24 hours to Ohio Child Licensing Quality System (OCLQS) by logging into [oclqs.force.com](http://oclqs.force.com) and completing *Serious Incident Reporting for Child Care* (ODJFS Form JFS 01156, Rev. 12/2016). A serious incident is defined as follows:

- death of a child at the center;
- the child receives a bump or blow to the head that requires first aid or medical attention;
- an incident, injury, or illness requires a child to be removed by the parent or emergency services from the center for medical treatment, professional consultation or transportation for emergency treatment;
- an unusual or unexpected event occurs which jeopardizes the safety of the child or employee of the Center;
- an incident defined as a serious risk non-compliance in appendix A to rule 5101:2-12-03 of the Administrative Code).

A copy of completed JFS 01156 may be printed and given to the parents instead JFS 01299 for the serious incidents.

Copies of JFS 01299 and/or JFS 01156 will be kept on file at the Center for at least one year.

## Management of Illnesses

Dyvosvit School and Childcare strives to promote a healthy environment by decreasing the chance of spreading illnesses. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the Center to quickly assess their general health. We ask that you not bring your child to the Center if your child is experiencing any of the following signs or symptoms of illness:

- Temperature of 101 degrees Fahrenheit (100 degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness;
- Diarrhea (more than three abnormally loose stool within a 24 hour period);
- Severe coughing (causing the child to become red in the face or to make a whooping sound);
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain;
- Untreated infected skin patches, unusual spots or rashes;
- Unusually dark urine and/or gray or white stool;
- Stiff neck with an elevated temperature;
- Evidence of untreated lice, scabies, or other parasitic infestation;
- Sore throat or difficulty swallowing;
- Vomiting more than once or when accompanied by any other sign or symptom of illness.

Dyvosvit School and Childcare reserves the right to refuse admission to any child with above symptoms or any other signs of illness. Sick children will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

Dyvosvit School and Childcare will immedi-

ately notify the parent of the child's condition when a child at the Center has been observed with signs or symptoms of illness listed above. The child will be separated from other children and their parent called to immediately pick up the child.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in Center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again. The toys used by the sick child will be washed before use by another child. The thermometer will be sanitized after each use.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to Dyvosvit School and Childcare only after at least 24 hours of being free of fever and other symptoms without the aid of a fever reducing medicine. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious.

## Medications

The Center will not administer any medication, topical product or lotions, except sunscreen lotion or emergency medication (like in case of allergy or seizure).

For sunscreen lotion or emergency medication, a parent/guardian will fill out *Request for Administration of Medication for Child Care* (ODJFS Form JFS 01217, Rev. 12/2016) that is available in the Administrator's office or on-line at the Center's website. All proper sections must be completed and signed by the parent/guardian and a physician. The parent/guardian will deliver sunscreen lotion and signed form to the child's teacher. The lotion or emergency medication will be stored in a designated area inaccessible by children.

The Center will not administer any sunscreen lotion until after the child has received the first application at least once prior to the Center applying the product, to avoid unexpected reaction.

School age children that require the immediate use of an inhaler for a medical condition will be permitted to maintain control of their inhalers. Par-

ents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

## Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the Administrator for more details regarding this.

## Food Allergies

When a child with food allergy is enrolled in Dyvosvit School and Childcare, parents are required to complete *Child Medical/Physical Care Plan for Child Care* (ODJFS Form JFS 01236, Rev. 12/2016) and *Request for Administration of Medication for Child Care* (ODJFS Form JFS 01217, Rev. 12/2016) for emergency allergy medications. Based on the child's Care Plan, child care staff will receive training and put into practice preventing exposure of specific food(s) that trigger allergy, recognizing symptoms of allergic reaction, treating allergic reaction.

Individual child's food allergies will be posted prominently in the child's room. Care will be taken to maintain confidentiality.

For children with food allergies, the Center strongly encourages parents to bring, in addition to regular meals, snacks as well.

The number of children who have severe allergies to nut and peanut products has greatly increased over the recent years. Some children might have life-threatening allergies involving nuts or peanuts. For this reason Dyvosvit School and Childcare strives to maintain a peanut-free program. We ask parents for help and support in our effort to provide a safe environment for the children in our program by adhering to the following guidelines:

- No products containing peanuts/nuts may be brought into the building;
- Anyone who eats peanut/nut products should wash well BEFORE arriving at the

Center (including hands, face, clothes).

A family wishing to bring a birthday snack for their child should first check with the room teachers for any additional food allergies and restrictions before bringing anything. If any homemade item is brought into the Center for celebrations, they will be offered at departure time and the decision to allow the child to eat the item will be left to the parent/guardian.

## Outdoor Play

Outdoor play is an important part of the daily curriculum and provides multiple benefits:

- Outdoor play relieves stress and reduces anxiety;
- Physical activity increases strength and coordination;
- Children learn leadership, cooperation and problem solving skills;
- Children develop an appreciation for nature and become more aware of their environmental surroundings.

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play is included in our program on a daily basis. If a child is well enough to come to the Center, he/she is well enough to go outside. Children in attendance four or more daylight hours will play outside daily when:

- Temperature are at or above 20 degrees Fahrenheit with consideration given to the wind chill factor;
- Temperature are at or below 90 degrees Fahrenheit with consideration given to the heat index.
- There is a light precipitation (e.g. snow flurries, drizzle).

In the spirit of cooperative learning, the Center's child care staff and parents have a shared responsibility to foster the health and well-being of each child. It is the parent's responsibility to send children to the Center appropriately dressed for outdoor activities. All children should wear hats, mitten/gloves, long pants and coats (boots in snowy weather) when going outdoors in cold weather.

If the situation requires it, we will also adjust outdoor time due to hot/cold temperatures, rain, threatening weather, ozone warnings, etc. On days

that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as hula hoops, obstacle courses, dancing and exercising.

## What to Bring on a First Day

Parents should bring the following items on the first day of their child's attendance at the Center:

- Shoes for indoor use only;
- Extra pair of pants, shirt and underwear in a plastic bag labeled with their child's name.

## Diapers

A parent of a toddler needs to provide enough disposable diapers and diaper wipes for his/her child.

Toddler children will be changed every two hours or when soiled, unless specific instructions are given to the child's teacher.

## Toilet -Training

The teacher actively help most older toddlers to become fully toilet-trained by age three. Double-layered training underwear is especially helpful. Please dress your child in clothing that is easy to remove and enables him/her to be independent and use the toilet by him/herself.

While it is not mandatory that a child be completely potty-trained prior to entering preschool, it is helpful that the child come dressed in pull-ups at age three.

## Naps

State law requires that children be provided active and quiet times. Therefore, each child is provided with a cot covered with a sheet for a two-hour nap in the afternoon. Parents are required to buy the sheet from the Center and supply a small labeled blanket and a small (optional) pillow to be kept at the Center for use at nap time. Each Friday blankets, pillows and sheets are sent home for washing.

One comfort item, stuffed animal or doll, may be brought in for nap time. The Center is not responsible for comfort items that are lost or damaged.

Any child who does not fall asleep during a designated nap time shall have the opportunity to engage in quiet activities on their cot. Rest and nap areas will be lighted to allow for visual supervision of all children at all times.

### **Toys from Home**

Children are to keep personal toys at home. Exception can be made for one comfort item per child for nap time (see Naps). The Center is not responsible for toys that are lost or damaged.

### **Treats for Birthdays and Special Occasions**

Parents may bring in treats to share for their child's birthday; however, these treats will be sent home in the children's cubbies. Dyvosvit School and Childcare cannot directly serve food that is brought in to the Center by individuals not on staff, except by parents for their own children. Please discuss your plan with the teacher to ensure that time is included in the daily schedule for the activity. The older classrooms acknowledge and celebrate birthdays through songs, games, and other planned activities. Parents are asked to distribute party invitations at the Center only if all of the child's classmates are invited.

### **Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the Center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend field trips, class parties, special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's teacher;

2. Administrators;
3. Owners.

Employees with concerns are asked to follow the same chain of command, starting with the Administrator.

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realize that you are trusting us with your little ones and we want our relationship to be a good one.

### **Termination of Childcare Services**

Dyvosvit School and Childcare reserves the right to discontinue child care services due to any reason, including the following conditions:

1. Failure of parents to fulfill any of the responsibilities or conditions included in the Parent Handbook.
2. Severe behavior of the child which disrupts the group, including repeated instance of failing to listen to his/her teacher, or refusal to follow the Center rules. Excessive use of physical force, including hitting, pushing, kicking or biting, and verbal abuse or excessive threat to use physical abuse.
3. Failure of parents/guardians to treat staff or other parents of children respectfully. Disrespect includes inappropriate or abusive language, behavior or threats.
4. Dyvosvit School and Childcare follows zero-tolerance policy in regards to weapons or look-alike weapons. Any participants, or parent/guardians or family authorized adult that uses or possesses or threatens to use or posses a weapon or look-alike weapon at any time may be permanently expelled from Dyvosvit School and Childcare.
5. Balance overdue two weeks or more of tuition fees.

### **Smoke Free Environment**

Dyvosvit School and Childcare provides a smoke free environment for the children and adhere to the following requirements:

- No smoking will be allowed on the indoor

premises of the Center during or after its hours of operation.

- Outdoor smoking is not allowed if it can be seen by children and is close to children being cared for that the children could inhale any smoke.
- The Center will not expose children to cigarette, cigar or pipe butts or ashes.
- A notice from the Administrator stating that smoking is prohibited is posted in a noticeable place at the main entrance of the Center.
- Smoking is prohibited in all vehicles owned by Dyvosvit School and Childcare. Smoking is prohibited in all privately owned vehicles when occupied by children.

Note. The above requirements also include smokeless tobacco, electronic cigarettes, vaporizers, chewing tobacco and their byproducts.

## Center Parent Information

Appendix C to Rule 5101:2-12-07 of Ohio Administrative Code

The Center is licensed to operate legally by the Ohio Department of Job and Family Services. The 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 facility 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 is 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 must 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, are available 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, national origin or disability in violation with the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 1201 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>.

***This information must be given in writing to all parents, guardians and employees as required in 5101:2-12-07 of the Ohio Administrative Code.***