



1740 Iliff Ave, Cincinnati, OH 45205
513-461-2044
info@romeroacademies.org

PreKindergarten and Afterschool Program Handbook

Welcome to Romero Academy! This handbook contains information regarding our 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 may have.

Program Overview

Romero Academy School embraces the fourfold purposes of a Catholic Education: Providing an atmosphere where the Gospel is proclaimed, community is cultivated, service is embraced, and thanksgiving to and worship of God are experienced.

Romero Academy School, a Catholic community, strives to develop the academic, social, spiritual, and moral skills needed to prepare our students to meet the challenges of their daily lives.

- We believe each child is unique and precious in the sight of God.
- We believe that the educational program is structured to meet the needs of the whole person intellectually, physically, socially, and spiritually.
- We believe in working cooperatively with and supporting the rights and duties of the parents as the primary educators of their children.

Our Mission:

Romero Academy partners with families to form future saints by developing the intellect, forming the character, and engaging the faith of each student.

Our Vision:

Inspired to "Be More", Romero Academy graduates will develop the virtue, knowledge, and academic skills necessary to thrive in a selective college preparatory high school, college, and beyond.

Romero Academy, an Ohio Jobs and Family Services licensed program, provides service to children ages 4 years old to 14 years old. Our Preschool operation hours are 7:25 am to 3:00 pm and our After School Program hours are 3:00 pm to 4:45 pm Monday through Friday.

Table of Contents

Paperwork

- Registration
- Withdrawing
- Release of Documentation

Attendance

- Attendance Policy
- Transitioning
- Schedules
- Holidays
- Inclement Weather

Payment

- Payment
- Delinquent Accounts/Returned Checks
- Late Pick-Up Charges

Food

- Meals
- Food and Behavior
- Celebrations
- Tobacco

Learning

- Classroom Ratios
- Discipline Policy
- Assessments
- Screen time
- Testing
- Outdoor Play
- Physical Activity
- Activity Safety and Supervision
- Napping
- Field Trips
- Water Activities/Swimming
- Overnight Care

Health and Safety

- Uniform/Clothing
- Vaccination Policy
- Health and Safety
- Illness
- Medication
- Refusal to Transport
- Emergencies Evacuation
- Serious Incident, Injury, or Illness

Parent Support

- Parental Plan
- Problem Resolution
- Nutrition Education
- Parent Roster

Paperwork

Registration

A child is enrolled in our program only after a \$25 non-refundable registration fee has been received. For those families with vouchers, JFS will cover the registration fee. Private pay families are required to pay the registration fee. The administrator will confirm the availability of space and that all required paperwork is received and approved.

Paperwork to be completed includes:

- Enrollment application – Form 01234
- Child Medical Statement for Care – Form 01305
- Birth Certificate
- Vaccination Record
- Parent ID
- Authorized PickUp list
- Photo Release Form
- Handbook Authorization

Your child may be excluded from care for failure to update their immunizations.

Withdrawing

In the event that a parent decides to withdraw their child from our program, the parent should provide at least one-week written notice to the administrator. We reserve the right to remove your child without one-week notice.

Release of Documentation/Student Records

In the event that you would like to have any of your documentation/records released we require a parent/guardian to complete a documentation release form. Please request this form from the administrator and return it. Please allow 1 business day for a response to be sent to the requested party. We will only send the information requested to the requested party with a parent/guardian's signature.

Attendance

Attendance

In enrollment parents will select their schedule and adhere to the schedule set. Parents will not be permitted to pick up after the scheduled time. Parents arriving after the scheduled pick up time will be fined \$2 per min per child. This fee must be paid before your child returns to care.

Full time care is 25 hours per week. Full time children must be in attendance at least 25 hours per week. In the event that your child does not meet the 25 hour a week requirement we will use an absence day. In the event that your child does not have enough absence days to cover their week you will be required to pay the difference to maintain their care.

Arrival Procedure

All families that are receiving Jobs and Family Services vouchers must sign their child in and out daily on the school iPad. In the event that your child is not signed in you may be called to sign them in or pick them up. If this is a chronic issue your child will be removed from care.

Unless there is advance notice, no student drop off will be permitted after 10:00 a.m. Drop off after 10:00 a.m. is at the sole discretion of Administration. Parent's should sign their child in on the clip board with the date and time as well as their arrival and escort's name. The child should then remove their coat and backpack and place them in their cubby. In the event, the child is unable to take off their own belongings, the staff member will help. The child will then wash their hands and join group activity.

Department Procedure

Parents should notify their child's teacher when they arrive to pick up their child. Children must be signed out with their teacher before they leave the school. If someone other than a parent will be picking up your child, please ensure that the individual is added to the pick-up release form. This individual will be required to show identification to the staff. A copy of the individual's ID will be copied and placed in the student's file. Nobody will be permitted to pick up a child unless they are listed on the pick-up release form. We ask that the parents inform our staff in writing from the court if any custody agreement that will affect the noncustodial parent's ability to pick up the child or visit the child at the program.

Absence Policy

- Tardies: In the event you are running late please contact our school staff to let us know so we do not mark your child absent. After three no shows and no calls we reserve the right to remove your child from our program.

If your child is going to be tardy, you have two options:

1. Call the office by 7:45 a.m. and send in a note with the following information: "(Child name) will not be at school until (Time) due to (Reason for Tardy)." Sign the note and bring it to the office when you bring your child to school that day.
2. Text the office before 7:45 a.m. with the following information: "(Child name) will not be at school until (Time) due to (Reason for Tardy)."

Excused tardies include: Illness, Doctor's appointment, Transportation issue

Failure to comply with tardy expectations will result in: Every three tardies will amount to one unexcused absence.

- Absences:
20 or more absences will result in loss of scholarship. Once scholarship is lost, parents will be charged \$550 per month for tuition.

If your child is going to be absent, you have two options:

1. Call the office before 9:00 a.m. and send in a note with the following information: "(Child name) will be absent on (today's date) because (reason). Sign the note and send to school with your child on the first day s/he returns
2. Text the office before 9:00 a.m. with the following information: "(Child name) is not feeling well and will be absent on (today's date)."

Excused absences include: Illness, Death in immediate family, Hospitalization

*A note or text message will need to be sent to the school in order for the absence to be excused

Failure to comply with attendance expectations will result in: Loss of Scholarship, Withdrawal from school community

Child Release Policy

Students will only be released to individuals listed on the Authorized Release Form, which is completed at registration. All non-guardians will need to present a photo ID for the child to be released. If an unauthorized individual arrived to pick up a child, the parent will be notified and the child will NOT be released.

No Attendance Follow-up

Whenever a child is not at school and the school has not received communication from the parent about the child's absence, the parent will receive a text message and automated phone call at 9:15am.

Transitioning

Transitioning your child into our program is something that we do based on your child's needs. We like to create and follow routines so that your child knows and can predict their day. Here are a few examples of what we will do to help make the transition into our care easier for your child. We will ask that you create the same drop off and pick up routine when you bring your child into care. This drop off plan should include a goodbye

hug and or kiss and acknowledgement that the child will be safe with their teacher and that you will return. The pick-up should include a thank you to the teacher for keeping your child safe, goodbye and we will see you tomorrow. If you have any additional suggestions to help transition your child we are willing to make accommodations. All transition plans within our school will be in writing.

A transition agreement between the school staff and the parents will be created and on file. Please reference this document to see what to expect as your child transitions.

Preschool to School Age: When your child is ready to transition to Kindergarten we will help to ensure that your child is equipped with self-help skills. Your child should be able to dress and undress him/ herself, tie their shoes, recognize their name, write their first and last name, recognize letters, colors and shapes among many academic components. We will work with your child to help develop their social skills and verbal ability. In transitioning our students to school we make sure that they complete homework and are responsible for transporting their backpack back and forth. We work closely with the children to follow rules and understand routine. We will also provide support completing Kindergarten paperwork and will send any requested documentation to your child's new school or transfer it within our school with your written permission. Please request the release document from program staff if you would like documentation sent somewhere.

Transitioning out of our program is another step that we work to prepare your child for. If your child is attending another program or academic setting, we will provide the child's portfolio of work. Also, with parents written permission we will send any additional information the new institution may need. Classroom talk will begin with the child about many of the similarities they may see at the new location as well as preparing them for many of the differences. If the child is displaying issues with leaving the program, we may set up a form of communication that the child may use to stay in touch i.e. writing letters that we self-addressed, schedule times to visit or call on the phone. When a parent has identified any rules or routines from the new setting that they would like us to work on we will include these rules/routines into our daily activities if possible. Lastly, if a child is leaving our program to stay home and not attend group care we will send home additional supplies to help keep your academically on target.

Schedules

Preschool Schedule

7:25 - 7:45 Arrival/ Breakfast
7:50- 8:15 Prayer and Morning Meeting 8:15-8:30 Calendar Math
8:30 -10:00 Free Choice Time (outside/inside) 10:30 -10:45 Small group
time 10:45-11:00 Free Choice time
11:00-11:15 Lunch Prep
11:15-11:30 Story Time
11:30-12:15 Lunch
12:15-12:30 Intentional Teaching
12:30-1:00 Active Movement (structured) 1:00-2:25 Rest
Time 2:25-2:45 Dismissal/Snack Prep

After School Program –

PreK 2:45-3:00 Snack
3:00-4:00 Free Choice Time
(inside/outside) 4:00-4:45 Active Movement
(structured)

After School Program--School

Age 2:25-2:45 Snack/Check In
2:45-3:45 Homework Help
3:45-4:45 Group Play/Scheduled Activity

Holidays

Full tuition is due for periods including holidays and inclement weather closures. See attached school calendar for holiday closures.

Inclement Weather

On rare occasions, it may be necessary to close the program due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise where we must close the program, please tune to local news stations and watch for an automated call/text message from the school. We follow Cincinnati Public Schools due to shared busing; therefore, if Cincinnati Public Schools is closed, we will also close.

Payment

Payment

Payments will be due weekly on Mondays. Should a Monday fall on a holiday or scheduled day off, payment will be taken the following day we are in session. Similarly, if a normal payment day should be cancelled due to a snow day or other emergency, payments will be due the following day we are in session.

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. Your child may also be denied care if you do not pay on the first morning they are in care. A \$25.00 fee will be charged for any returned checks due to insufficient funds and the parent will be required to pay in money orders until all account balances are settled.

Late Pick-up Charges

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 will be charged \$5 per minute per child. This fee must be paid in full the next time the child returns to the school upon drop off.

Food and Nutrition

Meals

Romero Academy serves the following meals: Breakfast, Lunch, PM Snack. All meals and snacks are nutritionally balanced and meet the USDA guidelines, state and federal guidelines for child nutrition. Weekly menus will be posted in the classroom and the front office. In the event that a child has a food allergy, accommodations will be made according to written documentation provided by the child's physician. In effort to support your child's academic needs we have a classroom schedule that we adhere to.

Food and Behavior

Food will not be used as reward or punishment. All children are encouraged, but not forced, to eat or taste all of his or her food. Staff will help children to determine whether or not they are hungry before serving more food, or full before removing their plate. Menus will be a combination of new and familiar foods as well as from a variety of cultures. Staff will encourage children to try new food. Staff members are encouraged to eat the same foods as the children and will sit and join the children at each meal or snack. Children with special needs will have meals planned with professional and family consultation.

Please do not send your child to the school with snacks to prevent potential allergic reactions. We will provide a variety of healthy snacks.

Celebrations

The program will celebrate holidays with mostly healthy foods or non-food treats. All outside treats must be store bought and the program administrator must agree for the food to be served.

Tobacco

Our program prohibits the use of all tobacco products by staff, parents and visitors on all property owned and operated by the Romero Academy including indoor and outdoor spaces, program vehicles and program sponsored events off campus. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

Learning

Classroom Ratios

Romero Academy will not exceed the following ratios. Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities. Children will be supervised at all times.

5-Star Normal Operating Ratios

1:12 Preschoolers (4 years to 5 years old)

1:18 School Age (kindergarten to 11)

1:20 School Age (11 years to 14 years old)

Discipline Policy

All the staff members of Romero Academy use consistent positive behavior reinforcement. Our staff uses additional developmentally appropriate techniques including modeling, setting clear consistent expectations and redirecting based upon the situation. Parent conferences will be requested to work with children to help them overcome disruptive behavior as well as highlight your child's growth and development. A written plan will be created and signed by the parent and teacher. Inappropriate behavior will also be addressed with the child at the time it occurs. All staff will adhere to the policy that at no time will any form of physical punishment, group punishment, or withholding of food be used by the parent or team member. A child will be permanently removed from our program if they are a threat to themselves, the other children, or the staff and or failure to adhere to the program rules and policies. JFS guidance and management rules apply to all employees of the program.

Consequences:

When students fail to adhere to the rules, policies, and expectations of Romero Academy, as the same may be created or amended from time to time by Romero Academy, school personnel will first seek to correct such concerns, review the correct behavior, and practice the behavior with them. However, if the behavior continues the students will face a series of consequences agreed upon and supported by the Romero Academy community.

Romero Academy offers students many privileges that can be taken away as a consequence for poor behavior. Privileges that can be lost include social time, enrichment performances/opportunities, participation in birthday celebrations, family nights, or other school-wide celebrations.

School personnel may use loss of privileges during any part of the school day for violations of the any school rules or policies.

Serious Offenses and Accumulated Demerits/Conduct Referrals:

In case of a serious offense, accumulated demerits, or accumulated conduct referrals, a student may be issued a detention, suspended, or expelled by the principal or assistant principal. Parents will be notified in writing and may be required to come to school for a conference before the child is permitted to return to the school.

A single offense may also be cause for expulsion or suspension, in Romero Academy's sole and absolute discretion, regardless of prior actions or offenses. Nothing contained herein shall be deemed to require Romero Academy to take any progressive disciplinary steps; however, Romero Academy may place a student on a behavioral improvement plan, which gives the child clear steps on how to improve their behavior. If the plan is not followed, the child may be suspended or expelled from Romero Academy.

The ultimate goal is the development of self-control, but teachers and other adults in the school are responsible to guide and direct each student in achieving this goal. The school staff seeks to maintain safe, secure, peaceful, orderly environment free from attitudes and actions that interfere with learning.

Romero Academy may review available security camera footage when making any disciplinary decision. All such footage will remain confidential and will not be shared with parents to protect the confidentiality of all students.

Assessments

Romero Academy will conduct formal and informal assessments on children. These assessments help our staff tailor their lesson plans and goals to each individual child. Assessment results are shared with parents during parent conferences.

Screen Time

Television, video, and computer time will be limited to a maximum of 30 minutes per week while in our program.

Testing

In the event that we suspect that your child needs additional support with communication, fine motor, social, or emotional skills there are several options that we can provide to assist the child and your family. Students will be referred to their local physician or to Cincinnati Public Schools for further testing and support. With the parents' written consent we can release copies of our results.

If your child is found to need additional support our school can, at the discretion of the administrator, be used (space permitting) as a meeting location, or for additional observations. Also, if there are specific supports that are suggested to help your child while they are in care we will work to make reasonable accommodations.

Outdoor Play

All children that are in our care for more than four consecutive daylight hours will be taken outside weather permitting. Please be sure to dress your child in accordance with the weather. Please do not send your child in sandals. In the event, the temperature is below 25 degrees Fahrenheit or over 90 degrees Fahrenheit or there is any indication of inclement weather (humidity, wind chill, ozone level, pollen count, lightning, rain or ice) students will not be permitted to go outside instead they will play in the classrooms.

Physical Activity

Pre-school age children will experience 60 minutes of structured physical activity while at the childcare facility. Structured physical activity is developmentally appropriate physical activity that is guided by the caregiver. Physical activity will positively be promoted at Romero Academy through actual space and equipment provided to the children. Our staff will encourage children to be active and often join children in active play. Active play will not be withheld from children as a punishment.

Our program will support parent's effort to provide physical activity opportunities for their children. Support may include; physical activity education opportunities offered to parents, sending home physical activity information such as flyers, handouts and pamphlets, posting physical activity ideas, games and tips on the program's website.

Activity Safety and Supervision

Our goal is to ensure that we always maintain the safety of all children. We will always take attendance prior to leaving for any activity out of the classroom, while at the activity location, and upon returning from the activity.

In the event that a child is temporarily unaccounted for, the program administrator will be contacted immediately. The administrator will immediately contact the parent and determine how to involve local authorities as needed.

For preschool children, they will be within eye-sight at all times. School-age children are occasionally able to work out of an adult's eye-sight. In these instances, each child will be seen at least once every 4 minutes.

Napping

Romero Academy provides a quiet, safe and well-lit area for children to nap. Nap and rest time shall be in accordance with the developmental needs of the child. No preschool child will nap longer than two hours per day. A blanket may be brought from home, but any blanket from home must be replaced or laundered at least once a week.

Field Trips

In effort to help your child learn through hands-on experience we will occasionally take field trips. We will make every effort to notify parents at least (5) school days in advance. Parents will be required to sign and date a permission slip granting the program staff the right to transport their child to a specific location via chartered bus. When we take field trips we will ensure that we follow JFS ratios. Program staff will take head counts before we leave, while on the bus, several times on trips, before we leave from the field trip, and when we arrive back to the program. If your child is displaying behavioral issues we will not take him/her on the field trip. You will be required to find alternative care for you child on that day. **In the 2022-2023 school year, our program will not be taking field trips.**

Water Activities/Swimming

Our program will not participate in any swimming activities.

Overnight Care

Our program will not provide overnight care.

Health and Safety

Uniform/Clothing

Children should be dressed according to uniform policy. Clothes should be comfortable for play. Please also bring extra t-shirts and a pair of pants--this will ensure that your child will feel free to participate in our fun and sometimes messy activities.

Please bring a change of clothing for your child in the event of an accident. Be sure to update your child's clothing at least every three months to ensure that they fit properly and are in season.

Please keep contact information up to date so that we may reach you in the event of an emergency.

Vaccination Policy

Shot records are required within 30 days of enrollment. In the event that a parent refuses to have their child immunized we will not accept the child.

Health and Safety

Each child will be given a morning health check by a staff member that has completed a Communicable disease course outlining recognition, prevention and management of communicable disease. The morning health check will occur before a child joins the group of children. If a child displays symptoms of communicable disease a child will be excluded from care upon drop-off. If a child displays symptoms of sickness or a communicable disease a parent will be contacted immediately. The child will be isolated if they are suspected to have a communicable disease. The child will be in sight and hearing of the staff member at all times. They will be made as comfortable as possible on a cot that will be sanitized after use.

In the event your child has been exposed to a communicable disease we will post a notice on your child's classroom door the next day. Our staff will always use proper hand washing and diapering procedures. In the event, that a staff member has a communicable disease or is unable to complete their duties due to illness they will be sent home.

Parents we will not accept your child in our care with a fever (100 degrees Fahrenheit or above) under any circumstances. We will also not give children fever reducing medication in our care. If you have given your child medication to reduce their fever within 12 hours please do not send them to school.

A parent will be notified to pick their child up immediately if they develop any of the following conditions:

1. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (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. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with an elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestations.
11. Sore throat or difficulty in swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Illness

In the event of illness that may require your child to be absent from the program, full payment is expected to maintain a child's space.

Medication

The School shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

Before any medication or treatment may be administered to any student during school hours, Parents are required to complete a request for medication form (JFS form) for all prescription and non-prescription medication. This form shall include detailed instructions, as well as written promises of the physician and the parent to forward any changes in the prescription or instructions to the school immediately upon change and to ensure delivery to the appropriate staff. This must be accompanied by the written authorization and waiver of the parent. This document shall be kept on file in the main office of the School with the secured medical files, and made available to the persons designated as authorized to administer medication or treatment.

"Medication" shall include all medicines including those prescribed by a physician or other licensed health professional authorized to prescribe medicine and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Only the School's contracted on-site school nurse, or Staff members designated by the School who are licensed health professionals or who have completed a Romero Academy-approved drug administration program conducted by a licensed health professional, may administer to a student a drug prescribed for the student. Only medication in its original container, labeled with the date, if a prescription, the student's name, and exact dosage will be administered.. Parents, or students authorized in writing by physician and parents, may administer medication or treatment but only in the presence of an adult staff member assigned for that purpose.

A licensed health professional, or a Staff member who has completed a Romero Academy-approved drug administration program conducted by a licensed health professional, may administer any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs, and the nurse/Staff Member has completed any and all necessary training.

The staff of Romero Academy will administer emergency medication (Benadryl, EpiPen, Albuterol) and apply topical creams only. Other prescription and non-prescription medications may be administered by licensed Romero Academy. In order to administer other medications, Romero

Academy at Resurrection staff must be trained by the parent/guardian and receive written instructions from the physician outlining dosage, signs of when to use, and potential side effects. All medication will be stored in a sealed bag labeled with the child's name, exact dosage, date of prescription, and medication expiration date.

Parents will be contacted after any emergency medication is administered.

Students who may require administration of an emergency medication may have such medication, identified as stated above, stored in or by the School's office or carried with them, and administered in accord with this policy, upon completion and approval of the proper medication form in the office. Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with School policy. In the event of a life-threatening emergency, 911 will be called to transport the child for immediate medical attention. The parent/guardian will be notified of any serious emergency as soon as possible after the immediate health and safety needs of the child have been addressed.

In the event a child needs a modified diet or food supplement we require the child's physician and parent to complete a JFS prescribed form.

Please note that if your child is starting a new prescription or medication, we will not use/administer the first dose of any prescription or over-the-counter medication.

For more information on the School's specific policies regarding the care of students with diabetes, and/or the use of an inhaler/Epinephrine Autoinjector, please contact the School main office.

Notwithstanding the above, written authorization or instructions from a health care provider are not required for the possession, use or application of nonprescription topical ointments designed to prevent sunburn, provided however, the School shall require written parental authorization for the application of sunscreen to a student by a School employee where application is not required pursuant to a student accommodation plan. School employees authorized to apply sunscreen to students shall be of the same gender as the student and shall be observed by another same-gender employee during the application process. Sunscreen shall only be applied in areas of exposed skin not otherwise covered by articles of clothing.

Refusal to Transport

In the event a parent refuses to give Romero Academy permission to transport their child in the event of an emergency, admission into the program may be denied.

Emergencies Evacuation

We practice a general monthly emergency drill including natural disaster, acts of violence or threats, loss of power, heat or water. In the event, that a general emergency should occur the children will be transported to Resurrection Church (1750 1st Avenue 45205). Monthly fire and tornado drills are conducted with students and staff. In the event of loss of heat, power, and water we will contact the utility company to determine how long we will be without the resource and if the program will need to close. Parents will be contacted and provided information on when and where to pick up their child.

Serious Incident, Injury or Illness

A serious incident is one that requires emergency medical treatment or professional consultation or transportation for emergency treatment. In the event of an illness, injury that requires first aid, bump or blow to the head, or an unusual or unexpected event which jeopardizes the safety of staff, parents will be contacted immediately. The program staff will then complete a JFS incident/ injury form and provide a copy to the parent the same day and send documentation to JFS within 24 hours. In the event a child must be transported to a local hospital the child will be transported via ambulance and a program staff member will remain with the child until the child's parent arrives.

Parent Support

Parental Plan

Parents/guardians can meet with program staff members to discuss their child's care and development, and to receive information from the staff during drop off and pick up. In the event that the parent/guardian or staff member would like to have a private or more in-depth conversation, a conference may be scheduled.

Problem Resolution

If you have a problem or question, please feel free to speak with the staff member that provides care to your child. If the problem is unable to be resolved, feel free to contact the program administrator between the hours of 8:00am and 10:00am on school days.

In the event that an employee has a problem we encourage them to speak with the Administrator as well.

Parent Participation

Parents/guardians are encouraged to volunteer to assist with classroom duties, pending the approval of the program administrator. No volunteer will be left unattended with children. Individuals that would like to volunteer on a regular basis must be background checked.

Nutrition Education

The program will provide visible support for good nutrition in classrooms and common areas through the use of posters, pictures and displayed books.

The program will support parent's efforts to provide a healthy diet. Support may include nutrition education opportunities offered to parents at least twice a year, sending home nutrition information such as flyers, and handouts and pamphlets.

Parent Roster

Parents/guardians are able to receive a list of contact information of other parents/guardians with parents with children attending the program. Only parents/guardians that indicate that they want their contact information made available on the "Child Enrollment and Health Information" form will be included in this list and will be permitted to receive a copy of the list. The list will only be given to parents of children that attend the program.

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE
Appendix C to rule 5101:2-12-07
Effective 12/31/2016

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>.