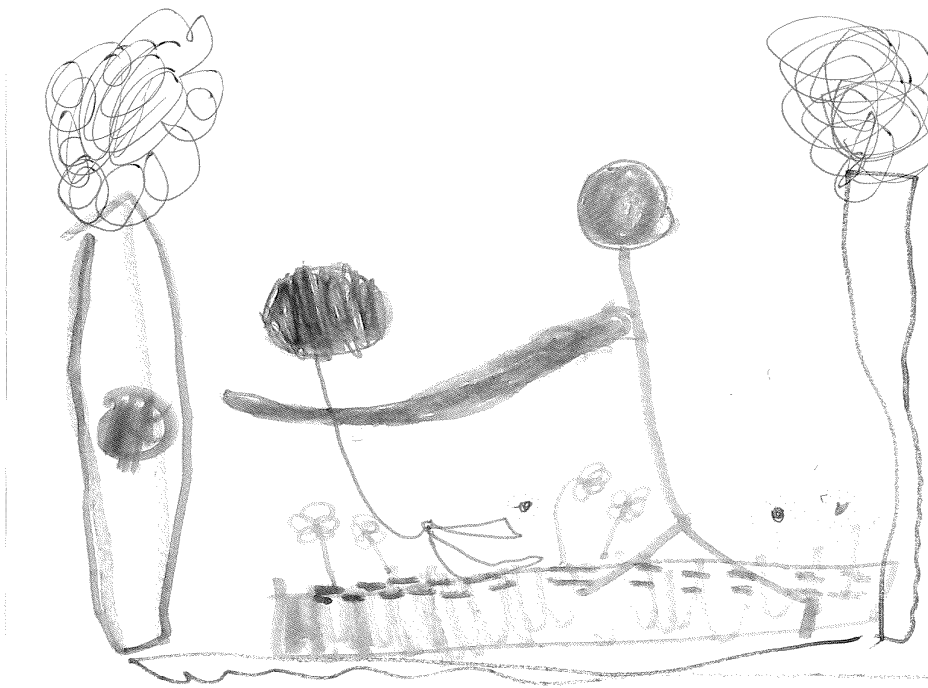


Oberlin Early Childhood Center 2010-2011 Parent Handbook



317 East College Street
Oberlin, Ohio 44074
(440) 774-8193
www.oberlinearlychildhood.org

National Accreditation by
The National Association for the Education of Young Children &
A Step Up to quality Rated Program

Dear Parents,

I welcome your child into The Oberlin Early Childhood Center (OECC) family where staff nurtures the healthy growth of children and their families. OECC is an early childhood education center that provides wrap around full day services for families. Families attend the center come from diverse cultural, racial and economic backgrounds, and share a common investment in the care, education and nurturing of their children. OECC is staffed with caring teachers who respect children and their families.

This parent handbook will provide you with an overview of our philosophy and commitment to working with children, as well as our operational policies. We are pleased that you have selected our center to be part of your child's growing years.

Sincerely,

Jennifer Harris

Jennifer Harris, Ph.D.

Executive Director

Mission, Philosophy & History of OECC

Mission

OECC nurtures the healthy growth of young children and their families, regardless of income, by providing:

- The highest quality early childhood education program with wrap around child care services;
- An environment that is safe, stimulating and appropriate to the stage of development of each child;
- Support a diversity of families from the local community and surrounding area; and
- A nationally accredited early childhood program.

Oberlin Early Childhood Center History

The OECC was founded in 1968 as an experimental summer program for low-income families of preschoolers. Originally located in the basement of Christ Episcopal Church, the program moved within months to larger quarters in the basement of First Church. This low-cost program quickly became popular with families of all socio-economic backgrounds.

Before incorporation, the Center's fiscal agent was the Oberlin Consumers Co-op whose manager was James "Bill" Long. The Co-op also provided support for the Center through its "Causes Fund" now called the Bill Long Foundation. In 1973 the Center gained status as a nonprofit corporation and received its first United Way grant.

In 1973 it was clear that the growing program needed its own space. With the influence of Evan Nord of the Nordson Corporation, the Nordson Corporation Family Foundation agreed to build a facility on land located on East College Street. Ground was broken in 1975, and in April of 1976 the building was completed and the program moved to 317 East College Street. The Nord family's support continued through establishment of the Oberlin Early Childhood Center Fund and the Oberlin Early Childhood Center Building Fund, to offset the cost of building maintenance and utilities.

1987 brought questions regarding the direction of curriculum, professional development, and program oversight. The Nordson Corporation Foundation contracted with the High/Scope Foundation of Ypsilanti, Michigan to conduct a comprehensive critique of the facility and programming. The result was the implementation of a full time Program Director to work in conjunction with staff to enhance the curriculum and center related activities.

OECC has seen many changes in the needs of its children and families, as well as funding streams. Federal funding cuts have made an impact on the program. The support of funds received from the City of Oberlin and Oberlin College as well as foundation grants helps to sustain the program. Contracts are in place with the Department of Jobs & Family Services of Lorain to provide tuition reimbursement for low-income families.

Through the years, OECC has remained an early childhood program that has focused on comprehensive quality services for families of all income levels. In January of 1998 the National

Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children accredited OECC, giving it the hallmark of an exemplary program.

Department of Jobs & Family Services License

The State Department of Jobs & Family Services is the licensing body over child care centers throughout the state. The license is posted in the lobby. Licensing Specialists review our program times per year to ensure the center is in compliance with all rules and regulations. Reports are available for review in our lobby or on the Ohio Department of Jobs & Family Services website or by calling 1-800-686-1581.

National Accreditation

The National Academy of Early Childhood Programs of the National Association for the Education of Young Children has validated OECC as an accredited early childhood program since 1998. This accreditation is awarded to exemplary early childhood programs that meet the Academy and NAEYC criteria, which includes:

- Qualified staff with degrees/credentials in early childhood or child development;
- An enriched, safe, healthy learning environment which supports all areas of child's growth and development: physical, social-emotional, cognitive, linguistic, and creative;
- Respect for the diversity of children and families and inclusion of diversity in all aspects of the programs; and
- A meaningful partnership with families, including family participation in program decision-making and support for their primary role in the lives of their children.

Step Up to Quality

Step Up To Quality is Ohio's voluntary quality rating system for ODJFS licensed child care programs. Step Up To Quality recognizes early care and education programs that exceed quality benchmarks over and above Ohio's licensing standards. OECC has obtained their Star One rating on July 1, 2009. Some of the criteria our program had to meet included:

- Low child/staff ratios;
- Qualified staff members who receive ongoing specialized training;
- Solid administrative practices, and
- Standardized curriculum and assessments.

Policy of Nondiscrimination

It is OECC's policy to provide equal educational opportunity to its clients, and equal employment opportunity to all persons without regard to race, color, creed, national origin, or sex, or disability.

Our primary objectives are:

- No exclusion or segregation of persons from services because of race, ethnicity, or sex.
- No discrimination on the basis of race, ethnicity, or sex with regard to recruitment, hiring, position assignment, promotion practices, or other conditions of employment.
- No discrimination on the basis of race, ethnicity, or sex in the selection of member selected to serve on the Board of Trustees and/or other governing bodies.
- No contractual agreements for work or other services with agencies or firms that are in violation of state and federal regulations or current court ruling regarding equal employment opportunities.

The implementation of this policy will be the responsibility of the Executive Director in cooperation with OECC's Board of Trustees.

Grievance Policy

If you have a complaint about our program, we ask that you speak with the Executive Director. The Executive Director will work with you to resolve the issue. In rare instances, an issue may arise that cannot be resolved to the mutual satisfaction of Oberlin Early Childhood Center and the parents. Under such circumstances, it may be necessary to disenroll the child from the program.

Philosophy of Learning & Curriculum

OECC's philosophy is based on the understanding of how young children learn and the role of the adult in that process. We value the Reggio Emilia Approach as an educational philosophy and utilize a research based standardized curriculum, Creative Curriculum, as the tool to support OECC's philosophy. OECC is committed to the idea that children construct their own knowledge. Both the Reggio Emilia Approach and Creative Curriculum are used by OECC because they are supported by theorists that also believe children construct their own knowledge such as; John Dewey, Jean Piaget, Lev Vygotsky and Jerome Bruner.

This Reggio Emilia Approach is based on the principles of respect, responsibility, and community. Young children are able to construct their own knowledge through exploration and discovery in a supportive and enriching environment based on their interests. This approach to teaching puts the natural development of children as well as the close relationships that they share with their environment, at the center of its philosophy.

Creative Curriculum supports OECC's philosophy and focuses on the set up of a child's environment as well as partnering with families. Creative Curriculum encourages teachers to focus on assessing the children to create the best possible environment to meet the needs and interests of the children to maximize their learning.

CENTER HOURS & CLOSING DAYS

Hours of Operation

The center is open Monday through Friday 6:30 a.m. to 6:00 p.m.

Center Closing

The Center is closed on the following days:

- New Year's Eve
- New Years Day
- Fourth of July
- Memorial Day
- Martin Luther King Jr. Day
- Labor Day,
- Thanksgiving Day
- The day after Thanksgiving,
- Christmas Eve
- Christmas Day

- Two days for staff in-service to be announced
- One day for center cleaning to be announced

As long as the facility is accessible and operational, OECC will remain open during inclement weather.

Emergency Center Closing

The Oberlin Early Childhood Center will close when it is determined that conditions are unsafe for young children, families and staff. OECC is NOT automatically closed if Oberlin Schools close.

The reasons for the Center to close could be weather, building maintenance (lack of water or heat) or health related issues (flu episodes). The Executive Director has the responsibility of deeming the conditions unsafe for children and closing the building. Families may access information by viewing FOX 8 television channel or by calling OECC. A message will be placed on the phone stating that the center is closed.

ENROLLMENT, WITHDRAWALS & ATTENDANCE

Program Options

OECC provides full-day wrap-around early care and education services (5 day, 3 day or 2 day) for infants (starting at 6 weeks of age), toddlers, and preschool aged children.

Admissions

OECC accepts applications for enrollment year round. Acceptance into our program is limited by space availability and completion of all necessary paperwork. There is a \$25.00 non-refundable application fee per child or \$50.00 maximum per family that must be paid in order to receive an application packet.

Deposit

A \$200.00 deposit per family will be accepted no more than three (3) months prior to when the child is anticipated to start. The enrollment application must be completed within 30 business days of the deposit or your child’s slot and your deposit will be forfeited.

Waiting List

When a slot is not available the child will be placed on the waiting list. Enrollment is reviewed regularly in order to assist parents in placement of their child/children into OECC.

Withdrawal from the Program

Families must complete a Withdraw form two weeks prior to withdrawing their child in order to receive their deposit. If the account has been paid in full, the deposit will be returned within 10 business days of the withdraw date. If the account has an existing balance, the deposit will be credited towards the final balance.

If a family would like to re-enroll their child at a later date during the year, the parent must inform the center of their intent to return on the Withdraw form. The child’s name will be placed on the waiting list. The family will be informed that they must pay a deposit of \$200.00 no more than three (3) months prior to the re-enrollment of the child/children into OECC.

In the case that a family has more than one child enrolled at the center the \$200.00 deposit will be kept until the last child leaves the center.

Attendance

Please call the office if you know your child will not be present. If your child is not in attendance for more than two days, your child's teacher will contact you.

If a child is not in attendance for more than 2 weeks, and after OECC has made an attempt to contact you, the child will automatically be withdrawn from the program. In this case the deposit will also be forfeited

If a child must be late, we ask that parents make every effort to bring their child into the center no later than 11:30 a.m. When a child is brought into the center after lunch it causes a great disturbance not only to the child but to other children as well. Every child care center is required to have each child rest for at least 1 ½ every day according to the Ohio Department of Job and Family Services rules and regulations. As a result during naptime children must remain on their cots at all times.

TUITION

Tuition

Tuition is based on a sliding fee scale. Families must submit income verification for all adults in the household. This may include the last two pay stubs, retirement payments, social security, social security disability, alimony, and/or child support. W-2 forms or quarterly tax returns will only be accepted for business owners.

If a family's income decreases or increases at any time income verification must be turned in to re-verify the family.

Income will be verified for all private paying families two times per year. Families who do not submit proper income verification will be billed tuition at the highest level.

Tuition is billed based on each child's enrollment slot. Payment is due even when your child is not in attendance.

Payment Information

Statements are provided to parents no later than the 5th business day of every month. A tuition payment box is located in the front office. We accept cash, check, or credit card payments through Google Checkout. If you pay with cash or a check your payment will be recorded and a receipt will be provided to you when your payment is processed. If you pay through Google Checkout your receipt can be printed out on Google Checkout.

Tuition Assistance

1. Government subsidy is available through Lorain County Department of Jobs & Family Services. Call 440-323-5726 or go to <http://jfs.ohio.gov/CDC/Page4.stm> to apply.
2. OECC provides tuition assistance through Scholarships that supports families as they transition off of government assistance or if there have been extenuating economic

circumstances. To apply for scholarship assistance, obtain an application from the front office and turn it into the Executive Director with supporting documentation.

Subsidized Care Through Ohio Department of Job and Family Services (ODJFS)

Families who receive child care subsidy from the ODJFS are responsible for ensuring that OECC has a copy of their current letter of approval, eligibility certificate, and a current work or school schedule.

Families are responsible for informing OECC and their case worker if they are no longer employed. Families who continue to receive child care subsidy and are not employed may end up having to owe Ohio Department of Job and Family Services tuition paid during the time spent not working. If OECC is obligated under the contract to report any fraudulent activity.

Each family is responsible for scheduling their re-verification visit before their eligibility date is expired. If a family's eligibility date has expired the family will be charged tuition at the highest rate on the tuition scale. When the Notice of Approval letter is received the tuition will be adjusted to reflect the co-pay. In the case that there is a gap in the eligibility date it is the parent's responsibility to ensure that the Notice of Approval dates back to the last eligibility date or the child will be billed at the highest rate on the tuition scale.

Families waiting for their eligibility to be determined by ODJFS need to continue to pay their child's tuition at the rate billed. When the Authorization of Day Care is received OECC will issue you a credit if there has been an overpayment.

If your child is not at the center during the days/times indicated on the Authorization of Day Care, or goes beyond these hours the Authorization of Day Care states you will be responsible for paying the amount ODJFS is not obligated to pay. For example if you receive full time subsidy, 25 hours or more each week, and your child is only here 8 hours in one week, OECC will bill as many absence days allowed, but if it does not equal 25 hours the parents will be responsible for paying the difference between our full time rate and what the center was paid for that week. It is VERY important to communicate with the office prior to taking vacations, etc. in order to not owe money to the center.

If you have not met the hours you are eligible to receive for more than one (1) month during your eligibility period we will withdraw you from the county subsidy program and begin to charge you the private pay rate at the highest tuition rate on the sliding fee scale until income verification is determined.

Due Date

All tuition is due by the 15th of the month, this includes the parent fee for families receiving subsidy from County Job and Family Services. If the parent fee is not paid for families receiving county subsidy the case worker will be notified of the non payment which may affect eligibility in the future.

Late Fees

A late payment fee of \$15.00 will be charged for all families if the tuition/parent fee is not received in the OECC office by the 15th day of each month. If the 15th falls on a Sunday payment is due by the end of the day on the 16th.

Dismissal Due to Lack of Payment

Families who are unable to make tuition payments by the 15th of the month are asked to speak with the Billing Specialist or the Executive Director to make payment arrangements. If payment arrangements have not been made or are not followed the child is at risk of being dismissed from the program.

Sibling Discount

There is a 10% tuition discount, taken off of the lowest tuition rate, for families who have two children enrolled at the center. There is a 15% tuition discount, taken off of the lowest tuition rate, for families who have three children enrolled at the center.

Late Pick-Up Fee

A late pick up fee will be charged after 6:00 p.m. at the rate of \$1.00 per minute per child. You will be invoiced the next business day for the late fee and needs to be paid by the 1st of the following month. If you anticipate that you will be late, please contact the office. Phone calls to notify of a late pick-up will not exempt a family from being charged a late fee.

Non Sufficient Funds (NSF) Fee

There is a \$20.00 charge for all checks returned from the bank for insufficient funds.

Change of Enrollment

Families may request a change of enrollment by completing a Request for Enrollment form, available in the main office, and submitting it to the Enrollment Specialist. Change of enrollment requests must be made at least two (2) weeks prior to the transition. Change of enrollment status is not applicable to vacations. Approval of the change of status is based on the slots available at that time. OECC will do their best to meet the request.

Re-Enrolling

Families who withdraw their child must complete a new enrollment packet. For families who wish to enroll their child within one year of the withdrawal date the registration fee will be waived. See information on Deposits under the Enrollment section for additional information.

Vacation, Sick Days, Holidays, and Emergency Closings

Families will be billed tuition for vacation, sick days, holidays and professional development days. Families will not be billed in the case that the center is closed due to an emergency.

Supply Fee

Private pay families will be charged a supply fee of \$25.00 in January. The supply fee must be paid by January 15th. The supply fee will be prorated for new enrollees who enroll after January 1.

Field Trip Costs

There may be a time when parents are asked to contribute funds toward an outing, field trip, or special event/activity.

SUPERVISION POLICIES

A major responsibility of our staff is to ensure the health and safety of each child entrusted in our care. The low child to staff ratios allows staff to ensure each child's health and safety.

Teacher / Child Ratio & Group Size

<u>Age</u>	<u>Ratio</u>	<u># of Staff</u>	<u>Group Size</u>
6 weeks to 14 months	1:4	3	8
12 months to 24 months	1:4	2	8
18 months to 3 years	1:6	2	12
3 years to 4 years	1:10	2	20
4 years to 5 years	1:10	2	20

Supervision of Infants/Toddlers/Preschoolers

At no time will a child be unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in an area of the classroom, or in an administrator's office, but in sight and hearing of a staff member at all times.

Arrival and Departure

Parents MUST bring their child into the classroom. Children may not be dropped off at the entrance of the building or sent into the building alone. Staff must be made aware of your child's presence before you depart. At time of pick up parents are asked to make contact with the staff member to ensure that staff is aware that their child has been picked up. Parents are responsible for the supervision of their child before and after pick up. No child is permitted to be passed over the playground fence for pick up or drop off.

Sign In and Out Responsibilities

Parents or those responsible for drop off and pick up must use their 4 digit code to clock their child in and out on the computer in the lobby. If you should forget the 4 digit code any office staff can assist you. Please clock your child in BEFORE entering their classroom and before you pick your child up from the center.

Release of a Child

Staff will release children to a person sixteen years or older listed on the Authorized Pick-Up form. If an emergency arises and the parent must have someone who is not listed on the Authorized Pick-Up form pick their child up, the parent must provide written permission giving permission for that person to pick their child up.

The first time someone other than the child's parent comes to pick the child up they must report to the office and show valid photo identification prior to signing the child out. If the person does not have photo identification they will not be allowed to pick the child up. Please let your designees know to bring photo identification ahead of time so that they do not forget their ID or take offense. Children's safety is our priority.

Staff will NOT release a child to anyone who appears to be under the influence of drugs or alcohol. In this case an emergency contact will be contacted to pick the child up. Police will be notified if necessary.

Custody Agreements & Protection Orders

Any residential parent or guardian of a child enrolled in the center shall be permitted unlimited access to the center during hours.

A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation or protection order limiting access and conditions of the nonresidential parent. Court documentation must be provided to the Executive Director prior to enforcing limited access.

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 such as the public school program or Head Start. If a child is scheduled to arrive and does not, we will first contact the parent then to see if the child was at the program that day, then contact the program they were to have arrived from. We will then consult with the parent to determine any further action is needed. For this reason it is very important that the parent contact the center when their child will not be attending the program they are coming from.

Children Transitioning into Another Classroom

You will be notified when your child is ready to transition to the next classroom or you have the right to request for your child to be transitioned. If a parent requests for their child to be transitioned their interest will be accommodated if it is in the best interest of the child and if there is space in the other room.

As part of the procedure center staff will develop a transition plan. This plan will include the beginning and end date of the transition schedule. The plan will be signed by the parent.

Child Guidance and Management

Oberlin Early Childhood promotes the use of developmentally appropriate techniques suitable to the child's age and relevant to the circumstance; such as but not limited to:

1. Setting clear limits
2. Redirecting the child to an appropriate activity
3. Showing children positive alternatives
4. Modeling the desired behavior
5. Reinforcing appropriate behavior
6. Encouraging children to control their own behavior, cooperating with others and solving problems by talking things out

Employees will intervene, when needed, as quickly as possible to ensure the safety of all children. The use of developmentally appropriate separation from the situation will last not more than one minute for each year of age of the child and shall not be used with infants. When the child is to return to the activity employees must review the reason for the separation and what behavior is expected. Specific child management plans must be

consulted with the parent's and communicated to in writing prior to implement the behavior plan.

This policy applies to all staff on premises at all times.

The following should never be employed by a staff member to manage children. Any of the following conduct may be grounds for immediate termination.

- Abuse, endanger or neglect children
- Utilize cruel, harsh, unusual or extreme management techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child without prior approved behavior plan and appropriate training.
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
 - Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
 - Prone restraint includes physical or mechanical restraint.
- Place children in a locked room or confine them to any enclosed area
- Confine children to equipment such as cribs or high chairs as a measure of discipline.
- Humiliate, threaten or frighten children
- Submit children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about children or their families
- Punish children for failure to eat or sleep or for toileting accidents
- Withhold or force food, rest, or toilet use
- Punish the entire group of children due to the unacceptable behavior of one or few
- Isolate or restrict children from all activities for an extended period of time

TRANSPORTATION OF CHILDREN, FIELD TRIPS, SWIMMING and OUTDOOR PLAY

Transportation

The center does not own or operate a bus, van and can not participate in carpools. The center will NOT transport children in the case of any emergency. If a child requires transportation the parent or emergency transportation will be contacted.

Field Trips

Children may participate on field trips where transportation is provided by the school district or a children's transportation company.

Before any child participates in a field trip the parent's written permission must be obtained. Before departing the center each child is given a tag with the center's contact information. For safety reasons the child's name will not be placed on this tag. A count is taken of all children on a

separate attendance sheet. Upon arrival at the destination, another count will be taken of the children to ensure that all arrive safely. This process will be repeated upon leaving the destination and returning to the center. During the field trip each staff member will be designated children that they will be responsible for supervising.

Routine Walking Field Trips

All classrooms participate in walking field trips to places in the community such as the park, the library, Tappen Square, FAVA, IGA, the Post Office, local parks, and the Allen Museum. All parents must sign a permission form for their child to participate in routine walking fieldtrips. First aid kits along with a staff member trained in first aid attend all walking field trips. Attendance sheets are taken on every walking trip to account for the children.

Swimming

The center does not participate in swimming activities in standing water. The children will participate in water play such as running through sprinklers and playing in water tables. Please remember to bring bathing suits, towels, and non-aerosol sunscreen for your child. Parents must also have a medication form completed in order for the teacher to apply sunscreen on each child.

Outdoor Play

Outdoor play will be provided each day in suitable weather for toddlers, preschool, and children in attendance for four or more consecutive daylight hours.

Parents are reminded to dress their child appropriately during cooler weather. Outdoor time will be cancelled as the result of inclement weather conditions, hot weather advisories, wind chill, ozone levels, pollen count, lightening, or unsafe environmental conditions.

CHILD GUIDANCE

We believe that helping a child obtain self-control is very important. Our hope is for each child to learn self-discipline through careful guidance. Your child will be treated with love and respect. If your child is treated with respect they learn to treat others with love and respect. Our expectations will be kept within the children's abilities and the children will be made aware of these expectations.

Positive reinforcement (commenting on children doing the "right" thing) and modeling the correct behavior will be used.

A toddler or preschooler may be asked to sit for a short time (no more than one minute for each year of the age of the child) to give the child a chance to regain self-control if they are having a difficult time. When the child returns to the activity the staff must review the reason for the separation and what behavior is expected. These rest periods 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 policy applies to all parents and staff while at the center.

If a child demonstrates behavior that requires "extra" attention from the staff, we may choose to develop and implement a behavior management plan. This would be done in consultation with the parents and consistent with the requirements of Rule 5101:2-12-22 OAC which state:
Child care staff members shall:

- Use developmentally appropriate techniques suitable to the children's ages and relevant to the circumstances; such as but not limited to:
- Setting clear limits
- Redirecting the child to an appropriate activity
- Showing children positive alternatives
- Modeling desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior by solving problems and talking things out.

All staff members shall NOT:

- Abuse, endanger, or neglect a child
- Utilize cruel, harsh, unusual, or extreme techniques
- Utilize any form of corporal punishment
- Delegate children to manage or discipline other children
- Use physical restraints on a child
- Place children in a locked room or confine children in any enclosed area
- Confine children to equipment such as cribs or high chairs
- Humiliate, threaten or frighten children
- Subject children to profane language or verbal abuse
- Make derogatory or sarcastic remarks about children or their families
- Withhold food, rest or toilet use
- Punish an entire group of children due to the unacceptable behavior or one or few
- Isolate and restrict children from all activities for an extended period of time

FOOD SERVICE

Meals

Children receive USDA approved meals and portion sizes for breakfast, lunch, and snack. OECC provides the breakfast and snack while the lunch program is catered through Culinary Management Systems. A monthly menu is made available for all parents and is also posted in the lobby.

Breakfast is served between 8:15 and 8:45. If a child arrives after breakfast is served the center is not responsible for serving that child. If you plan for your child to eat breakfast at the center please make sure your child arrives no later than 8:30.

Lunch is served at 11:30. Again if you plan for your child to eat lunch he/she must be present before 11:30 a.m. . Snack is served between 2:30 and 3:00.

OECC will work to accommodate special diets. However in some instances we may request for the parent to bring their child's food to the center. In this case the parent must follow the USDA recommended guidelines to meet the food groups. .

OECC provides infant formula and strained baby food for infants. Parents may bring their own formula or breast milk. All formula and breast milk must have the date written on tape which is placed on each bottle/bag. All formula and food must be brought to the center in an unopened container

Meals are served family style. Children are encouraged to try each food but are not forced or coerced into eating more than they want.

Dietary Restrictions & Supplements

See Modified Diet under Management of Illnesses and Health Condition section.

USDA Food Program

The Child and Adult Care Food Program is available to all eligible persons regardless of race, color, national origin, age, sex, or disability.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. TO file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (choice and TDD). USDA is an equal opportunity provide and employer.”

HEALTH POLICIES & EMERGENCY PROCEDRUES

The center has devised several emergency procedures to follow in the event that an emergency should occur while your child is in the center’s care.

Evacuation Procedures

In the event of a fire or tornado, staff would follow written instructions posted in every classroom, the gross motor area, and the children’s kitchen describing the emergency evacuation routes and procedures to follow to ensure children arrive at their designated spot. In order to prepare children for the unlikely evacuation, the center conducts monthly fire drills, lock down drills, and periodic tornado drills.

Should there be a need to evacuate due to fire, weather conditions, loss of power or water to the center, our emergency destination is located at Eastwood School located at 198 East College Street, Oberlin Ohio (440) 775-3473. In this case you will be contacted and notified to pick your child up at Eastwood School. If parents can not be reached we will contact the person listed on your emergency contact list.

In the unlikely event of an environmental threat or an intruder or unauthorized parent entering the building with the intent to abduct a child a building “lock down” will occur. Each teacher will be alerted by an alarm to lock their door and quietly seat the children out of the view from an intruder. 911 will be called. Teachers will then be notified by a second alarm when to unlock their doors. You will be notified in the case that a lockdown occurs.

First Aid & CPR Administration

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 TLC. 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 a staff member will accompany the child to the hospital with all available health records if parent has

given permission to transport the child to the hospital. In the case that a parent has not given permission to transport the child, EMS will still be contacted to provide treatment to the child until the parent arrives at the center and determines the course of action. Staff may not transport children in their vehicles. Only parents or EMS will transport.

Abuse Reporting Requirement

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they must make a report to the local children's services agency.

Incident Reporting

In the event of any of the following occurring you will be contacted that same day:

- The child has an illness, accident, or injury which requires first aid;
- The child receives a bump or blow to the head;
- The child has to be transported by EMS; or
- An unusual or unexpected event occurs which jeopardizes the safety of the child.

The person picking your child up will receive a copy of the incident report and asked to sign the report.

If a child requires emergency transportation, the report shall be available twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury, or illness". The report will be provided to licensing staff within 3 days of the incident.

Health Care Plan

Parents of a child with a health condition will be asked to complete a health care plan on an annual basis or if the condition changed. This plan details out the symptoms teachers should watch for and the plan for responding to the child's needs. After the plan is written by the parent or physician the parent will be asked to train the staff on the condition and symptoms to watch for.

MANAGEMENT of ILLNESSES & HEALTH CONDITIONS
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Management of Communicable Disease

OECC provides children with a clean and healthy environment. 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 illness at the beginning before their immune system becomes active. We observe all children as they enter the program to quickly assess their general health. We ask that you do NOT bring a sick child to the center; they will be sent home! Please plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

OECC staff is trained to recognize the signs and symptoms of various communicable diseases. They have been trained in and practice proper hand washing and disinfecting procedures. In event of an outbreak of a communicable disease, OECC will notify parents in writing.

A child with any of the symptoms listed below will be immediately isolated and discharged to the parent or emergency contact; children that are sent home for any of the following will need to be symptom free for at least 24 hours before returning to the center. In cases of pink eye or strep, for example, and other illnesses where medication needs to be administered; a doctor's note is required upon returning to the center:

1. Temperature of at least 100 Degrees Fahrenheit when in combination with any other sign or symptoms of illness;
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, obvious discharge, matted eyelashes, burning, itching
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.

Any child demonstrating sign of illness not listed above will be isolated and carefully observed for symptoms. The family will be notified. If a child does not feel well enough to participate in center activities the parent will be informed that the child needs to be sent home..

Medication Administration



When it is necessary for OECC to give a child medication, the parent must complete a Medication Administration form. All proper sections must be completed and the medication handed to the teacher every day the medication is needed. Medication, lotion, sunscreen, or diaper lotion may NOT be stored in a child's cubby or book bag.

Administration of Prescription Medication

Medication must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Tylenol or Benedryl will not be administered for more than three days without instruction from a physician.

Administration of Over-the Counter Medication

Staff may only administer BENEDRYL, TYLENOL, and teething over-the-counter medication. The medication must be in its original container. The dosage provided on the medication form must match the dosage on the bottle for the child's age and weight, the parent must provide the dosage cup, and the medication must not be expired.

Administration of Topical Lotions & Diaper Cream

Staff may apply non-aerosol sunscreen or insect repellent, ointment, chap stick, or diaper rash cream if a medication administration form is completed and the sunscreen or repellent is stored in its original container.

Food Supplement or Modified Diets

If your child requires a food supplement or a modified diet that restricts one or more food group, you must secure written permission from your physician. In addition the parent must also complete a health care plan. Refer to the section on Health Care Plans. Parents have the option to supplement their child's meals as long as the meal meets USDA requirements.

PARENT INVOLVEMENT

We value the involvement of families in the development of their children. Parents are welcome to visit their children at any time, including joining their child for lunch or snack or volunteering in the classroom. Parents are encouraged to participate in classroom and center wide activities when possible. Teachers are available on a daily basis to meet with parents regarding their child's progress. Monthly newsletters and daily activities sheets are distributed for infants.

Daily Health Report (Infants only)

A daily report is filled out and is provided to each parent at pick up. This will give you brief, but important information on what happened during your child's day at the center.

Parent Conferences

Teachers communicate with parents on a daily basis and welcome questions, comments, or suggestions. Additional conferences can be requested by both parents and teachers for mutual discussion to support the growth of your child through the Director of Education.

Children's Enrollment Record

The Center will maintain enrollment records which include health records, emergency transportation information, and parent or guardian roster permissions for all children attending the center on the JFS 01234 "Child Emergency" form.

1. The center will secure and have on file all children's enrollment records no later than the first day of attendance. All records will be immediately accessible to the administrator or designee, and shall be reviewed and updated annually.
2. Immunization requirements may be waived by the administrator for religious reasons upon submission of the parent or guardian's written request for exemption or for medical reasons upon submission of a physician's or certified nurse practitioner's written request for exemption. These statements shall be on file at the center for review by the director's representative.
3. The center will set its own policy regarding the admittance of children whose parents or guardians refuse to grant consent for transportation for emergency treatment.

Special Events

OEEC holds informational gatherings throughout the year for parents and family to come together and become better acquainted with each other, the children, and the staff. Please make sure you check the calendar and posting for these events.

Parent Volunteers

We encourage parents to share special skills, knowledge and/or hobbies with us. Please speak with your child's teacher or the office if you are interested in volunteering.

Fundraising

OECC sponsors fundraising events to support our mission. Money raised is used for program enhancement, employee development, equipment, and supplies. OECC will not sponsor specific individuals. From time to time parents will be asked to contribute to the financial well being of OECC.

OTHER INFORMATION

Tooth Brushing

All children brush their teeth after breakfast. Infants will have their gums wiped with a clean towel after each meal. Toothbrushes and toothpaste are provided by OECC.

Nap Time

OECC is mandated by the State of Ohio to provide every infant, toddler, and preschooler with a rest period. If a child does not fall asleep after one half (1/2) hour he/she will be offered a quiet activity until the remaining children are awake. We ask that parents make every effort not to bring their child in during the hours of 12:00 and 3:00 as the children are napping and it may cause a great disturbance to other children.

Diapering Statement

OECC's policy is to check diapers every ½ hour. For the health, wellness and safety of the children at OECC, we do not allow for the use of cloth diapers while your child is at the center. Only disposable diapers are permitted at the center and need to be supplied by the family. OECC supplies the wipes.

Potty Training

The center will work with family to develop a potty training plan when the child begins to show signs that they are ready to be potty trained. The child's teacher and/or parent may request to develop the plan. The plan will be modified as needed per the request of the teacher or parent.

Birthdays and Special Occasions

OECC welcomes the opportunity for families to celebrate their child's birthday or any other special occasion (e.g.: transitioning, going to kindergarten, etc.). If you wish to bring in food items to celebrate these occasions they need to be store bought items in order to be in compliance with USDA. The ingredients must also be listed on the label.

It is also an option to bring in the ingredients to bake a cake at the center with the children.

Appropriate Dress

Children participate in a variety of activities, many of which require them to move freely. We suggest that you send in your child in clothes in which they can move around freely in. We also spend time outside when weather permitting. We ask that you send your child in shoes that are safe for them to play in. Dress shoes or flip flops are not appropriate shoes.

Revised August 29, 2010; February 7, 2011