

# *Parent Handbook*

*Sunny Side Childcare, LLC*

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*43 East Columbus Street,  
Lithopolis, OH 43136  
614-834-7788 [www.sunnysidecc.net](http://www.sunnysidecc.net)*



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## **WELCOME**

Welcome to Sunny Side Childcare. We are happy to have your child join us on the sunny side of learning. We are a fully licensed and insured childcare facility and preschool, serving children ages 6 weeks to 12 years of age.

This handbook has been developed to inform parents of the rules governing the center and to provide parents and families with the necessary information regarding our programs.

### **Disclaimer**

No enrolled child or their family will be discriminated against on the basis of race, gender, age, color, creed, handicap, national origin, or ancestry.

### **Open Door Policy**

We carry an open door policy at Sunny Side Childcare. You may stop by at any time to observe your child. Parents have complete access to the building during the hours of operation. We do ask that you remember visitors have an impact on the child's behavior and they may "act up" while you are visiting. Also, if your child is having separation problems, it might make it difficult for them when you leave.

Teachers are available to discuss a child's progress or needs at any time. However, due to teacher responsibilities and schedules, parents are asked to make appointments when it is necessary to engage in lengthy conversations. It is our goal to have teachers give you the attention and focus you deserve during these meetings.

Any parental concerns should be discussed between the child's teacher and parent/guardian. If this does not correct the concern, the parent/guardian should make an appointment with the Director to discuss a resolution.

### **Waiver**

Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect. If we do not exercise a right that is provided by this agreement that does not mean that we have given up that right. Failure to enforce one or more terms of the contract does not waive the right to enforce any other terms of the contract. Sunny Side Childcare reserves the right to make any policy or financial changes at any time when it is in the best interest of the center and will not compromise the quality of the children's care. Any changes will be given a two-week notice.

### **Confidentiality**

All information provided to Sunny Side Childcare will be kept confidential and will only be released to authorized persons. This includes, but is not limited to: state licensing officials, police department, health and social services, and our staff.

## **ABOUT US**

Sunny Side Childcare, LLC was established in 2011 to operate as a preschool and childcare facility. It is currently owned by Quinn Fischer and (Daughter) Megan Fischer. Daily operations are run by our Director, Debbie Vaughn.

### **Our Vision**

It is Sunny Side Childcare's vision to provide a preschool of the highest quality in a fun, exciting, nurturing environment that offers the best opportunities to learn and grow in a child's most important years.

### **Our Mission Statement**

It is Sunny Side Childcare's mission to execute the vision by taking care of our teachers and caregivers; and, by fostering a culture founded on a servant's heart, a warrior's spirit, and a fun loving attitude.

## COMMUNICATION

As mentioned previously, Sunny Side Childcare has an open door policy. If, at any time, a parent requests a conference with the Director and/or the child's teacher, we will do our best to accommodate. We use multiple forms of communication to share information with parents. Some forms include:

1. Initial meeting with parents: Upon enrollment, the director and/or teacher in charge will provide a tour of the center and answer any questions parents/children might have. This is a good time to discuss any concerns, medications, special traits, or needs regarding your child.
2. Parent-teacher conferences: Conferences are coordinated each fall and spring between parents and teachers. This time is used to discuss each child's progress with the parents. It is also a way for us to get feedback from parents.
3. Weekly Lesson Plan: Each week, lesson plans are posted in the classroom to describe the art projects, group time discussion topics, science activities, and physical activities for that week.
4. Sunny Side Childcare Memos/Newsletter: Periodically, Sunny Side Childcare will write memos and/or newsletters, which will be placed in your child's folder. This information will provide you with center updates, upcoming closure dates, and other information pertinent to all children attending Sunny Side Childcare.
5. Daily Notes or Discussion: As stated earlier, Sunny Side Childcare has an open door policy. We encourage constant communication between parents and our staff. It is important for teachers to be aware of any unusual circumstance children are dealing with and we encourage all parents to communicate this information with us. Teachers will also send a note home with the children if there is something that needs to be communicated.

Sunny Side Childcare uses a marked folder system to provide communication with parents. All forms, authorizations, letters, etc. will be placed into the child's folder for parental review.

Sunny Side Childcare also uses Bright Wheel to communicate with parents. It is expected that each parent register with this service upon registration with our center. All communication regarding emergencies, progress, etc. will be sent out using this app. The app can also be used to communicate between parents and teachers. When signing children into our care each day, parents are encouraged to discuss abnormal situations with teachers. We encourage parents to let teachers know if their child didn't sleep well the night before, if they are dealing with an illness, something upsetting has happened at home, they're excited about something fun or exciting, etc. When signing children out each day, we have encouraged our teachers to discuss the child's day, if there were any issues, if the child didn't eat or sleep well, any unusual behavior, etc.

## **ENROLLMENTS, FEES, RATES, AND HOURS**

### **Enrollments**

New enrollments are accepted on a space available basis. We encourage all prospective new students and their parents to visit the center prior to enrollment. We want to make sure Sunny Side Childcare is a good fit for your family. The following forms are required to be turned in prior to signing in on the first day of attendance:

1. Enrollment form – (JFS01234) provides information regarding the child, to include contact information, emergency contacts, and health information.
2. Medical Statement – (JFS01305) required by the state and must have a physician or certified nurse practitioner signature for the child. This form must be updated every 13 months.
3. Enrollment fee - \$50
4. Verification of parent policy handbook initialed and dated.
5. Transportation Authorization (part of the initialization/signature page of the Child Enrollment and Health Information Form).

Paperwork will be updated on an annual basis in September of each year. Parents are expected to notify Sunny Side Childcare of any changes immediately to ensure current information is always on file.

### **Rates**

Rates are negotiated upon enrollment based upon our current price sheet. Families enrolling more than one child at Sunny Side Childcare will be given a discount which will be applied to the lowest weekly tuition rate. Rate increases may be made upon an annual review, which will occur September 1<sup>st</sup> each year.

### **Payments**

We currently accept all forms of payment. In the event of a returned check, a \$35 fee will be assessed. If it becomes a recurring issue, check will no longer be accepted.

Invoices will be sent via email using Square. Payments are made on **a prepaid basis**. Invoices will be sent out on Mondays, every 14 days, for bi-weekly billing, and on the first of each month for monthly billing. Sunny Side will no longer issued invoices on a weekly basis. If for some reason a parent needs weekly billing a 5% fee will be added to the weekly invoice. All payments are due upon invoice receipt, but no later than 7 days after the invoice date. Sunny Side reserves the right to assess **a late payment fee of 5%** after 7 days. Online payments can be made by following email prompts.

There is a locked tuition mailbox located on the wall outside the Director's office at Sunny Side Childcare for cash and/or check payments.



## **Additional Fees**

**Late Pick Up.** Any child that is still in the care of Sunny Side Childcare after 6:05pm will be considered late. A warning will be issued and documented on the first occurrence. The second and subsequent occurrences will incur a \$1.00 fee for each minute, beginning at 6:06pm. Money is to be paid in cash at the time of pickup. If this becomes routine, Sunny Side Childcare reserves the right to terminate the enrollment of the child. If there is an emergency preventing the parent to arrive on time, it is expected that the parent communicates the situation to Sunny Side Childcare ASAP.

**Field trip fees.** A field trip fee will be assessed prior to the start of each summer. School age students are required to pay this fee to be a part of the school age summer program at Sunny Side Childcare.

**Annual Enrollment.** An annual enrollment fee, in the amount of \$35, will be assessed for each child on September 1<sup>st</sup> each year. This is an administrative fee to cover the costs of the state licensing annual paperwork requirements for each child.

**Broken toys/equipment.** Sunny Side Childcare strives to keep updated toys/equipment for the children to grow and learn. In the event that an item is broken due to child misuse, it will be the parent's responsibility to pay for the replacement cost of the item.

**Court costs.** In the unforeseen event that Sunny Side Childcare is required to hire a lawyer to recover any unpaid tuition, small claims, etc., it is the parent's responsibility to cover any fees associated with lawyers, court costs, etc. incurred by Sunny Side Childcare during litigation.

## **Supplied by the Parents**

The following items will be supplied by the parents for their child (if applicable):  
Breast milk, formula, diapers, wipes, small blanket, pacifiers.

It is Sunny Side's policy to check and change diapers every two (2) hours or more often, if necessary.

Breastfeeding mothers are welcome to feed their children in the infant room. If they prefer a private area/place, one will be provided for them.

Every child needs a complete change of clothes, including socks and underwear, left at the center. Additionally, it is expected that each parent provide weather appropriate clothing/supplies for their child for times of inclement weather, as necessary – i.e. light jacket, snow gear (hats, gloves, boots, snow pants, etc).

## **Hours of Operation**

Sunny Side Childcare is open Monday through Friday from 6am to 6pm.

## **Holidays & Vacations**

Sunny Side Childcare will be closed for most major holidays, including the Friday after Thanksgiving, one additional day over Christmas Break, and one teacher professional development day each spring and fall. Specific holiday closures include:

- New Year's Day
- Martin Luther King Jr Day
- President's Day
- Memorial Day
- Independence Day (4<sup>th</sup> of July)
- Labor Day
- Thanksgiving Day
- Christmas Day

Full tuition is due for the week in which these holidays fall.

Vacation credit: Upon completion of enrollment for a three month period, each family is awarded one week of vacation credit per calendar year. Vacation credit may be used at any time, but a one week notice is required. Vacation credit must be used by December 31 each year and may not be carried over to the next year.

## **Other Closures/Inclement Weather**

In the event that Sunny Side Childcare closes, it is the parent's responsibility to find alternate care. Sunny Side Childcare will make every effort to ensure the center is open during periods of inclement weather. However, in the event of a level 2 weather emergency, the center may close. During these circumstances, full tuition payment is expected.

Sunny Side Childcare will also plan to operate a full day program for school age children when school is closed for vacation, delays, and other cancellations. It is the responsibility of the parent/guardian to coordinate with the director to ensure there is adequate space for your child if they will be attending Sunny Side during these periods.

Please note the scheduled annual closures discussed in the previous section of this handbook. These closings are also on the wall calendar located by the Parent Resource Center.

## **DAILY SCHEDULE AND ACTIVITIES**

### **Arrivals/Departures**

Sunny Side Childcare assumes full responsibility for your child once they are dropped off and signed in until they are signed out. Please make sure that we are aware your child is being dropped off and/or picked up by physically speaking to his/her teacher. Sunny Side Childcare uses Bright Wheel to track children and teachers in the center. Each child is expected to be checked in and checked out via the kiosk located at the entrance of Sunny Side Childcare. It is the parent's responsibility to sign their child up with Bright Wheel to ensure they have a proper code to allow for check in and check out.

If your child is not going to attend Sunny Side Childcare for a day, it is expected that you notify the Director ASAP. If your child is absent due to an illness, it is expected that you notify Sunny Side Childcare of the illness as it is required for us to track communicable diseases.

If your child relies on Sunny Side Childcare for transportation to/from a different program (i.e. school age children attending before and/or after school care) and is absent from school, it is the parent's responsibility to notify the Director of their absence as to not cause any confusion for pick up or drop off.

We cannot release your child to anyone that is NOT listed on the enrollment form without prior approval from a parent/guardian. If someone else is picking up your child, they will need to provide a photo ID prior to their release. Additionally, if there is a custody issue involving your child, it is the parent's responsibility to provide court papers to Sunny Side Childcare, indicating individuals with permission to pick up the child. We may not deny a parent access to their child without proper documentation.

### **Influence of Drugs/Alcohol**

Sunny Side Childcare has the right to refuse to release children in their care, in the event that the parent/guardian (or other authorized person) appears to be under the influence of drugs and/or alcohol at the time of pick-up. Emergency contacts will be contacted to secure transportation for the child. In the event of an uncooperative parent/guardian, Sunny Side Childcare will notify the police department and child protection services as necessary.

## **Transportation/Field Trips**

By signing the enrollment form, you are giving your child permission to be transported as necessary in case of an emergency. Sunny Side Childcare will not transport the child in this case. We will contact the parent or a paramedic for immediate attention.

**Local Routine Trips:** Children at the center may take routine walking trips around Lithopolis. A Routine Trip Permission form (JFS01225) must be signed to grant permission for Sunny Side Childcare to allow their child to participate in local walking trips.

**Field Trips/Activities/Routine Trips.** Sunny Side Childcare will be providing transportation on routine trips for school age children going to/from school. The transportation will take place on the Sunny Side Childcare bus, which is owned by the center. A properly trained staff member will be present on the bus during these events.

**Other Trips/Activities.** There will be times that Sunny Side Childcare will request permission for the children to participate in other activities not listed in this handbook. In the event of such an activity, a permission slip will be placed in the child's folder for parent/guardian signature.

## **Nutrition**

Sunny Side Childcare provides two meals and one snack each day. Breakfast is served from 7:00am to 8:15am each day. Lunch is served at 12 noon each day. And, an afternoon snack is served daily around 4:00pm. Each meal will be nutritionally balanced for the child's developmental needs and will meet 1/3 of the nutritional daily requirements. Weekly menus are posted at Sunny Side Childcare.

If your child has any allergies, nutritional, or religious requirements, it is the parent/guardian's responsibility to inform Sunny Side Childcare of those needs. Additionally, if your child requires a food supplement or modified diet, parents/guardians must provide written information from the child's physician to Sunny Side Childcare. We ask that you meet with the Director to discuss the details of your child's needs.

## **Nap/Rest Time**

After lunch is served, the children are given the opportunity to rest. Although children are not forced to sleep or stay awake, they are encouraged to rest during nap time. The quiet time is especially important for those children that arrive at 6am or shortly after. Because of this, we ask that parents are respectful when entering the building during nap time as to not disturb the resting children.

Sunny Side Childcare will provide children with a cot for naps. Parents may allow their child to bring a blanket, a pillow, and/or stuffed animal from home to have during nap time.

## **Schedule**

At Sunny Side Childcare, we understand that children need a simple routine to follow on a daily basis. While we try to maintain a structure schedule for the children, we believe that flexibility is also important to allow for adaptability. Each day, the schedule will be planned to ensure children can rely on their school as a safe and comfortable place, where they know what to expect and when to expect it. Our daily schedule is subject to change depending on the children's interest and, of course, daily weather.

### **Infant Schedules**

Each child in the infant room will have an individualized schedule as determined by the child's parents and the staff at Sunny Side Childcare. The schedule will allow for feedings, naps, active, and quiet times. A few examples of staff engaged activities in the infant room are:

- Language development through songs, books, and conversation
- Sensory experiences designed to use all five senses through nature, art, tasting, and touching
- Large and small muscle development through crawling, building, drawing, and the use of equipment and toys designed to enhance growth

## **Daily Activities and Curriculum**

Daily activities at Sunny Side Childcare include one or more of the following: use and development of language skills, use and development of large and small muscles, use of materials that encourage creativity and imaginary play, daily indoor and outdoor activities pending weather, active/quiet play, individual and group activities.

Sunny Side Childcare uses the **Creative Curriculum** approach in all our classrooms. Creative Curriculum consists of 38 objectives that are predictive of the children's school success and conform to state early learning guidelines. The Sunny Side Childcare staff will use these objectives, which are related to a child's social/emotional, physical, language, and cognitive development. Art, music, movement, pretend play, group time, and opportunities for free play are all included in each child's daily schedule. We want children to know their school is a safe and fun place to play and learn. We want all children to have a positive experience at Sunny Side Childcare.

## **Physical Activity and Play**

Physical activity and 'Play' is a child's profession. It is learning for life. Almost everything children learn in their first years of life is learned through play and physical activity.

At Sunny Side Childcare, we believe that it is very important for children of all ages to get daily exercise. Research has shown that children are healthier when they have daily outdoor play. Based on this information and the state requirements, all toddlers, preschool, and school age children will have daily scheduled physical activity time. When weather cooperates, the schedule will include time on our playground outside. Because of this, it is important that each parent dress their child(ren) in appropriate clothing. Snow boots, hats, and gloves are required during the winter months.

Outside play will be limited when the outside temperature is very warm or very cold. Children will not be taken outside when temperatures (wind chill and heat index factored in) are less than 20 degrees or greater than 90 degrees. Daily schedules will be adjusted for rain, threatening weather, ozone warnings, etc. when required. In these circumstances, we will modify the schedule to include indoor play to enhance gross motor skills by doing various activities, such as stretching, hopping, skipping, and other moving games.

## **Swimming**

Swimming activities will be provided for school aged children during the summer. During these activities, properly trained teachers will be supervising the children and a lifeguard will be on duty. All children must have a signed permission form (JFS01227) on file to participate. On days in which swimming is planned, parents are expected to ensure their child has bathing suits, towels, and sunscreen with them. Additionally, each child must have a signed medication form (JFS01217) on file for applying sunscreen.

## **WITHDRAWAL/TERMINATION**

Sunny Side Childcare requires a 2-week written notice prior to withdrawal of care. Upon notification, the last two weeks tuition will be due whether the child is in attendance or not. Any unpaid tuition fees will be sent to a collection agency.

Sunny Side Childcare also reserves the right to terminate immediately or at any time for, but not limited to, the following circumstances:

1. Failure to pay fees on time
2. Failure to comply with policies
3. Failure to attend regular hours as scheduled
4. Lack of parental co-operation, communication, or respect for our business and our teachers

Sunny Side Childcare will make every attempt to work with each family on a case-by-case basis, but cannot put our children, teachers, or our business in any compromising situations.

## ILLNESS AND MEDICATION

### Illness Guidelines

Promoting good health and safety is one of our goals at Sunny Side Childcare. To prevent the spread of childhood diseases and illnesses, we ask that each parent communicate any illnesses with the Director and refrain from bringing an ill child to the center until he/she is feeling better.

Each child is required by the state to have a health statement signed by their physician (JFS01305) on file. It is also required that all immunizations be up to date.

If a child has attended Sunny Side Childcare and is diagnosed with a communicable disease, it is the parent's responsibility to inform the Director so other parents can be notified. Parents will be notified of any exposure to communicable diseases/illnesses by posting a sign on the classroom door.

Children who have been diagnosed with a communicable disease must be on an antibiotic and fever free for a minimum of 24 hours before returning to the center.

Sunny Side Childcare will isolate and discharge any child displaying the following symptoms to the parent or emergency contact:

- A fever of 100 degrees F or higher when in combination of any other sign or symptom of illness.
- Diarrhea (more than three abnormally loose stools within a 24 hour period)
- Vomiting (more than one time or when accompanied by any other signs or symptoms of an illness)
- Severe coughing, causing the child to become red or blue in the face. Or, to make a whooping or croup sound.
- Difficult or rapid breathing
- Yellowish skin or eyes
- Eye irritation (redness, thick discharge, matted eyelashes, burning, pain, or itching)
- 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 infestations
- Sore throat or difficulty swallowing

Parents/guardians or emergency contacts will be called to pick up any child not feeling well and unable to participate in center activities. Ill children **MUST** be picked up within an hour. Any child that is isolated will be kept within sight and hearing of a Sunny Side Childcare staff member.

Children will be re-admitted when they are symptom and fever free for a minimum of 24 hours. If they are not symptom free, they will only be admitted upon receipt of a doctor's note indicating they are not contagious.



## **Prevention of Communicable Diseases**

Sunny Side Childcare has implemented the following preventative practices for the management of communicable disease on a daily basis:

1. The Director shall ensure all staff has completed proper training for the process of hand washing and diapering
2. The center shall release any employee who has a communicable disease or who is unable to perform duties due to an illness.
3. Sunny Side reserves the right to NOT enroll children whose parents have chosen NOT to have them immunized.

## **Medications**

Sunny Side Childcare requires the following before administering any prescription or non-prescription medication to children:

1. At home supervision for 24 hours after the first dose was administered to ensure there are no allergic reactions
2. The child must have a signed medication authorization form on file (JFS01217).

All medications must be brought in the original container with the following information on the label: Child's name, prescription name, doctor's name, dosage, pharmacy name and phone number, instructions for administering, and dates in which the medication is to be used.

Non-prescription medications must also be in the original containers. Administering non-prescription medications will be handled on a case by case basis. Aspirin may not be given to children and, as a general rule, fever reducers will not be given by Sunny Side. Any request for dosage other than recommended on the label or more than 5 days requires a physician note.

Any special health conditions (i.e. asthma, seizures, etc.) require a Medical/Physical Care Plan (JFS01236) to be completed by the parent. The parent must also train employees to perform procedures necessary to care for this child (i.e. Inhalers, epi-pens etc.).

Medication and the completed JFS01217 form must be given to the Sunny Side Childcare director for approval and for safe keeping in an area that is inaccessible to the children. Medication should not be placed in the child's cubby or backpack.

## **DISCIPLINE AND GUIDANCE TECHNIQUES**

### **Discipline and Guidance**

At Sunny Side Childcare, we believe that each child should be treated in a positive and friendly manner. Discipline can and should be used to help teach a child. Children are explained the rules frequently so that they all know the guidelines. Once a child understands the rules, but does not follow them, appropriate guidance/discipline techniques are followed. If necessary, a conference may be called with the parents.

### **Guidance Techniques**

1. Ignoring: Some negative behavior is produced as a means for the child to get attention. It can be stopped when the child does not get the attention they desire. We will use this technique as necessary unless a safety issue arises.
2. Redirection: In many cases, this technique can be used with younger children. We offer alternatives for children engaged in undesirable behavior by presenting them with another activity or toy.
3. Logical Consequences: We help the child understand their misbehavior by removing a toy or activity in which he/she is engaged.
4. Verbal Intervention: We help the child understand their inappropriate behavior by explaining it to him/her and showing him/her the appropriate way to handle it using words.
5. Take a Behavior Break: We remove the child from the situation/group to allow him/her to relax and calm down. During the behavior break, the child will have limited access to activities and will be closely monitored. The child will be allowed to return to the group when the negative behavior stops or is significantly reduced. Behavior breaks will be age appropriate in length and will take place in the classrooms. At no time will a child be placed in an unsafe place during behavior breaks.

When a child is being disciplined, they will never be ridiculed, called names, or talked to with anger. Physical punishment or restraints will never be used at Sunny Side Childcare. Staff will not impose punishments for failure to eat, sleep, or bathroom accidents.

Giving positive verbal rewards encourages acceptable behavior. It reinforces a child's ability to feel good about his/her behavior and serves as an example to the other children to act in such a way as to receive the praise. Additionally, asking a child to stop and think about their behavior enables the child to learn self-control.

If, at any time, the guidance techniques listed are ineffective or a child is not responding to these methods, their parent/guardian will be called and asked to pick up the child. If a child's behavior is consistently disruptive to the classroom, the following procedure will be implemented:

1. Parent Conference: A parent-teacher conference will be called to discuss the ways Sunny Side Childcare and parents can work together to help improve the child's behavior.
2. Dismissal: If a child's behavior becomes so severe that the Sunny Side Childcare staff cannot correct the situation or safety of other children and/or staff becomes a concern, Sunny Side Childcare has the right to refuse care to the child. The option to dismiss a child from Sunny Side Childcare will only be implemented after communication with parents and unsuccessful use of guidance techniques.

### **Child Abuse Reporting**

All teachers/staff at Sunny Side Childcare are mandated to report abuse. If teachers/staff have any suspicion that a child is being abused or neglected, they **MUST** report it to the local children's services agency. The safety of each child in our care is always our first concern.

**Ohio Department of Job and Family Service  
CENTER PARENT INFORMATION REQUIRED BY THE OHIO  
ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and family Service. This license is posted in a conspicuous place for review.

A toll free telephone number is listed on the facility license and may be used to report suspected violation of the licensing law of administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

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

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

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who request that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, compliant investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is <http://jfs.ohio.gov/cdc>.

It is unlawful for the facility 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.

**This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.**

Parent Receipt of Handbook

I have read and understand the following sections:

INITIALS

WELCOME

\_\_\_\_\_

ABOUT US

\_\_\_\_\_

COMMUNICATION

\_\_\_\_\_

ENROLLMENTS, FEES, RATES, HOURS

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DAILY SCHEDULE AND ACTIVITIES

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TERMINATION

\_\_\_\_\_

ILLNESSES GUIDELINES AND MEDICATION

\_\_\_\_\_

DICIPLINE & POSITIVE GUIDANCE TECHNIQUES

\_\_\_\_\_

RECEIPT OF HANDBOOK

\_\_\_\_\_

I have received and read the Sunny Side Childcare Parent handbook and will operate in agreement with all the policies and procedures. If I have any questions, I will contact the Director to clear any misconceptions. This signed page is required before the child attends the center.

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Parent/Guardian Name (Print) Date

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Parent/Guardian Signature Date

---

Parent/Guardian Name (Print) Date

---

Parent/Guardian Signature Date

### **Door Access Pin Form**

Please provide a four-digit code that will allow you to pass through the security door

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Instructions for using your code:

1. Type in your pin
2. Press the star button on the bottom left
3. Green light will appear
4. Walk through the door