

Parent Handbook
Policies and Procedures

Faith Kids
Daycare



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Our Philosophy

Here at Faith Kids our goal is to provide your child/children a safe and nurturing environment where they can grow and learn developmentally, independently, and faithfully through a Christ-based curriculum. We work to develop caring, respectful, and responsive relationships with children of all ages ranging from infancy through preschool while partnering with families to support their growth and development.

Days and Hours of Operation

All classrooms run Monday through Friday 6:00am-6:00pm.

Scheduled Closings

We will be closed on the following days in observance of the holidays:

1. New Year's Day
2. Memorial Day
3. Fourth of July
4. Labor Day
5. Thanksgiving
6. Christmas Day

Closings and Delays

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, watch television station WMFD for closing information or go to WMFD.com and click on school closings and delays for closing information.

We will not have delays.

Enrollment

Each child is required to have an enrollment form on file that will be reviewed annually. They are also required to have a physical and immunization record on file within the first 30 days of being in the program. The physical will expire 13 months after the date it was completed, a new one will need to be on file for the child to continue attending. We will not serve children if the parent refuses to grant consent for transportation for emergency situations.

Attendance Policy

Arrival and Departure: Parents are required to bring their child into the classroom and sign them in. Children may not be dropped off at the front of the building and sent in by themselves. When picking up your child you are required to walk into the classroom to pick them up and sign them out for the day. No child will be permitted to be passed over the playground fence for pick up or drop off.

Sick Days: If your child is sick and will not be attending for the day please call the center and let us know. You will still need to pay for the whole week if any days are missed.

Vacation Days: You must notify the center when you are planning to take a vacation with the days that your child will not be attending the center. By letting us know we will be able to hold your child's spot in the classroom. See payments for vacation day pricing.

Withdrawals: Parents wishing to withdrawal their child/children may do so at any time. Please let your teacher or the administrator know you are withdrawing from the program.

Releasing a Child

If someone other than the parent is coming to pick up the child they must be someone who is on the pickup list. There are two places where people may be added. The first place is on the enrollment form, two emergency contacts are required for each child enrolled. The second will be a paper that will be filled out at the parent's request. We will not release a child to anyone that is not on the pickup list/doesn't have their ID on them. **Emergency contacts and all other persons added to the pickup list must be 16 years old and have a valid ID.

Children will not be released to anyone who appears to be under the influence of drugs or alcohol.

Immunizations

All children must have all of their immunizations to be enrolled at Faith Kids.

Supervision Policy

Infants, Toddlers, and Preschoolers: Teachers will supervise children at all times; they must be within sight and hearing of each child. This will ensure the health and safety of each child. If a child becomes ill they may be isolated to a section of the room that is not in use as long as the teacher is able to see and hear the child at all times.

Schoolage Children: Teachers will supervise children at all times; they must be within sight and hearing of each child. A ratio of 1:18 will be followed at all times.

Children Arriving From Another Program

There are times when a child will arrive to the center from another program (Example: Child arrives to the center after attending a morning session of preschool or a schoolager arrives at the center after their school has let out). If a child who is scheduled to arrive at the center and does not we will contact the parent first to confirm that they were at the first program and should be arriving at the center. The parent will then be asked to follow up with the first program and follow up with the center on if their child will be arriving to the center for the day.

It is very important that parents contact the center if their child will not be attending for the day, as the child will be expected to get dropped off at the center on a regular basis by their first program.

Custody Agreements

If there are custody issues involving your child, you must provide the center with the appropriate paperwork to be followed. The center may not deny a parent access to their child without the proper paperwork. This will go in the child's file and remain in effect until other paperwork has been provided.

Authorized Person for Pick-up

If you would like to add another person to the pick-up list for your child, please see a staff member for a paper to fill out. Anyone who is added to the pick-up list for your child must have a valid driver's license and be at least 16 years of age. If someone comes to pick up your child but is not on the list or does not have their driver's license on them staff will not release your child to them.

Payments and Schedule

Classroom	Tuition
Infant	\$145.00
Toddler	\$135.00
Preschool full day	\$125.00
Preschool partial day	\$100.00
School age	\$115.00
School age- before school	\$25.00
School age- after school	\$50.00
School age- before & after school	\$75.00
School age- snow day	\$15.00
School age- two hour delay	\$5.00

**Payments are due the Friday before the week your child is expected to attend the center. All checks can be made payable to: Faith United Methodist Church.

-Payments are to be put in the box by the keypad to get to the child care wing.

Vacations: Weeks that you are on vacation half tuition is due to keep your child's spot.

Holidays: Full tuition is due for weeks that include a holiday.

Extended sickness: Half tuition is due for children absent for 5 consecutive days to hold their spot.

Late pick-up fee: If a parent realizes that circumstances beyond their control are going to delay a pick-up, a phone call is requested. See the chart for late pick-up fees:

Time	Late Fee
6:01-6:10	\$10.00
6:11-6:20	\$15.00
6:21-6:30	\$20.00
6:31-6:40	\$25.00
6:41-6:50	\$30.00
6:51-7:00	\$35.00

Late Payments

Payments are due the Friday before the week your child is to attend the center. If you have missed a payment a \$10.00 charge will be added to your account for each week you are behind. If you become two weeks in arrears, your child(ren) will not be allowed to attend until payment is received.

Please see Kaitlynn Crawl if you have any questions.

Staff/Child Ratios

The Ohio Department of Job and Family Services child care licensing rules has the following state required ratios.

Age of Children	Staff/Child Ratio	Maximum Group Size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6	12
Young Toddlers (at least 18 months and less than 2 ½ years)	1:7	14
Older Toddlers (at least 2 ½ years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

Basic Daily Schedule

Sample Preschool Schedule	
6:00-8:00	Arrival and potty break, wash up for AM snack, clean up
8:00-8:30	Outdoor play
8:30-9:00	Circle time- songs, stories, and weather
9:00-10:00	Learning stations and free play
10:00-10:45	Outdoor play/gross motor
10:45-11:00	Potty break, wash up for lunch

11:00-11:45	Lunch and clean up
11:45-1:45	Story time and rest time
1:30-2:00	Wake up, potty break, wash for snack
2:00-2:30	Snack and clean up
2:30-3:30	Learning stations and free play
3:30-4:00	Potty break and get ready for outside/gross motor
4:00-4:30	Outside play/gross motor
4:30-5:00	Quiet activities
5:00-6:00	Free play until pick-up

Sample Toddler/Twos Schedule	
6:00-8:00	Supervised free choice, breakfast snack, diaper checks
8:00-8:15	Teacher assisted stations
8:15-8:30	Diaper checks, toileting older children
8:30-9:30	Circle time, free play, teacher facilitated activities, diaper checks
9:30-10:00	Outdoor play/gross motor
10:00-10:20	Toileting older children
10:20-10:40	Setting up lunch
10:40-11:30	Lunch
11:30-12:00	Clean up, diaper checks, toileting older children, music
12:00-2:30	Nap, diapers as children wake up
2:30-3:00	Free play, group activities, learning centers
3:00-3:30	Diaper checks, wash up and snack
3:30-4:15	Outdoor play/gross motor
4:15-6:00	Diaper checks, toileting older children, free play

Infant care will be provided in the center in the infant classroom 6 weeks-18 months. While your child is in the infant classroom they will have many opportunities for tummy time, exploration of the toys and world around them, and interaction with staff and other children in the classroom. Staff will change their diapers whenever they notice one is needed and will be checked every hour.

Sample Infant Schedule

6:00-8:30	Individual activities-exploration of materials, diaper checks
8:30-9:15	Snack, clean up(individual feeding schedules are followed throughout the day)
9:15-9:30	Diaper checks
9:30-10:00	Circle time-songs and stories
10:00-11:00	Indoor gross motor, diaper checks
11:00-11:30	Lunch
11:30-11:45	Clean up, diaper checks
11:45-2:00	Rest time, individual activities for children awake, diaper checks (individual sleep schedules will be followed throughout the day)
2:00-2:30	Snack
2:30-3:00	Clean up, diaper checks
3:00-4:00	Individual activities-exploration of materials
4:00-4:30	Indoor gross motor
4:30-6:00	Diaper checks, individual activities

Meals and Snacks

A morning snack will be provided between 6:00-8:00am and an afternoon snack will be provided around 2:30pm. Each snack will be individually wrapped and served with water. Water will be provided throughout the day.

Parents are required to provide lunch for their child, including a drink. Lunches must be stored in a lunch box/bag clearly marked with the child's name. The lunches will be stored in the classroom, please be sure to include an ice pack to keep your child's lunch cold if needed.

For infants on breast milk please bring expressed milk in a bag labeled with the child's name that will go into the fridge located between the infant and toddler classroom.

For infants on formula parents are required to bring in formula to be kept at the center for staff to prepare bottles your child.

If a child is dropped off without a lunch for the day the parent will be asked to go back and get their lunch.

Breastfeeding

For mothers who are breastfeeding and would like to do so while their child is in the program there is a sitting room outside of the women's restroom available to you. If you are not comfortable using the sitting room you may use the director's office.

Outdoor Play

Outdoor play will be included in our center on a daily basis if the real feel temperature is between 30-90 degrees. The time children are outside will be limited when the temperatures are very warm or very cold. Children will not be taken outside when the temperature drops below 30 degrees or rises above 90 degrees. If the situation requires it we will adjust the times of outdoor play due to rain or ice, threatening weather, ozone warnings, humidity, wind chill, pollen count, and lightening. On days when outdoor play is not allowed due to the previous listed conditions we will provide indoor large motor activities.

Napping and Resting

All classrooms will have a nap/rest time. During this time children are not required to sleep, if they are not sleeping during this time they are required to participate in a quiet activity either on their cot or at a table. They may not be permitted to walk around the classroom disrupting the sleep of other children.

If a child becomes tired or falls asleep at a time of day that is not naptime the child will be offered their cot to sleep on in an area of the classroom where other children are not playing.

For infants who are sleeping in a crib they will be placed to sleep on their backs. If they can roll over a sign will be posted on their crib stating so. Infants will sleep only in cribs, not in bouncers or swings.

Children who are 12-18 months old can sleep on a cot with written permission from the parent. When they turn 18 months old they will be moved to a cot and will no longer be able to sleep in a crib unless a doctor's note is on file.

Parent Involvement

Parents are encouraged to participate whenever possible in the classrooms. Some ways you can do this is by: reading a story, staying to play with the children, or leading an art activity. See your child's teacher to find out how you can be a part of the classroom.

Times to Meet With Teachers

Teachers are available to meet with parents at any time about the needs of their child. However, you are asked to make an appointment with your child's teacher if the conversation is going to exceed two minutes.

If you have any questions or concerns it is recommended that the following chain of command be used until an answer or solution is found:

1. Teacher
2. Administrator
3. Owner

Please bring any concerns or questions you may have to our attention right away, as we would like for you and your child to be comfortable while they are with us at the daycare.

Guidance Policy

Faith Kids staff believe that helping children to learn self-control is very important. Our goal is for children to learn this through thoughtful, patience, and careful guidance by all teachers. While your child is at our center they will be treated with love and respect. If children are treated with respect, they in turn will learn to respect teachers, parents, and other children. Our expectations will be tailored to each child and their developmental needs in the classroom, these expectations will be made aware to each child through positive talks between teachers and child.

Positive reinforcement (commenting on what children are doing right) and positive redirection (removing a child from a situation and taking them to an appropriate activity) will be used in every classroom. We believe that what you focus on you get more of.

For children who are having a hard moment and need to step away from the activity or group may be asked to sit for a short period of time. The teacher will take them away from the situation and have the child sit in a quiet area where they will then encourage the child to take deep breaths to calm down. The teacher will stay there with the child as long as the child needs them. When the child is ready to come back to the activity they may choose to do so on their own.

Staff will not impose punishments for failure to eat, sleep, or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

For children who are demonstrating behaviors that require “extra attention” from the teacher, we may choose to develop and implement a behavior management plan. This plan would be developed with the parents and would consistent with the requirements of Rule 5101:2-12-22 OAC.

Management of Illnesses

Faith Kids provides children with a clean environment to be in. However, we realize that children do become ill from time to time. If this is your child's first time in a child care setting they may become ill more frequently until their immune system has begun to build up. While your child is in the center we will monitor their general health and watch for signs of any illnesses. If your child does

become ill they will be sent home. Please plan accordingly for these to happen in a moment's notice.

A child with the following symptoms will be immediately isolated and a call will be made for them to be sent home:

- Temperature: if your child has a temperature of 100 degrees F –in combination with any other signs of illness. If your child has a temperature of 101 degrees or higher with no other sign of illness they will be sent home.
- Diarrhea: three or more loose stools within a 24 hour period.
- Difficult or rapid breathing
- Redness of the eye: discharge, matted eyelashes, burning or itching
- Unknown rashes
- Unusually dark urine, grey or white stool
- Evidence of untreated lice, scabies, or other parasitic infestation
- Stiff neck with a temperature
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above and cannot participate in daily activities will be isolated and observed. The parent will be notified of observed symptoms and asked to pick up the child. Anytime a child is isolated they will be in sight and hearing of the teacher at all times. They will be offered their cot to sit on or lay on while waiting for be picked up. After the child has been picked up their cot and linens will be washed and disinfected before being used again.

For children to return to the center after an illness they need to be 24 hours fever/symptom free (depending on why they were sent home). If they are not symptom free a doctor's note stating that they are able to come back will be required.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness.

Accidents/Emergencies

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

evacuate, the center does conduct monthly fire drills, and tornado drills during the season.

Should we need to evacuate the building due to fire, weather conditions, loss of power, loss of heat, or loss of water we will walk across to the street to the library. If we have evacuated, parents will be contacted as soon as all children have been accounted for. If a parent cannot be reached, we will contact the emergency contacts listed on the enrollment form.

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

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid. 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 immediately if parents signed on the enrollment form, parents will be contacted, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed and given to the person picking up the child, within 24 hours of the day of the incident/injury, if any of the following occur: illness, accident, injury which requires first aid, bump or blow to the head, transported by EMS, an unusual or unexpected event occurs which jeopardizes the safety of the child.

***If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

***The center will submit an incident/injury report through OCLQS 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.

Medications

The center will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher. Medication will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbie or book bag.

The only exception to this requirement is for schoolage children that require the immediate use of an inhaler for a medical condition. Schoolagers

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

Prescription medications must have a Request for Medication form filled out by both the parent and the child's doctor, and a health care plan. These medications must be in their original container and administered in accordance to instructions on the label.

Over the counter medications must have a Request for Medication form filled out by the parents, if the box does not give a dosing chart or states that you must contact the child's doctor the Request for Medication form must also be filled out by the doctor.

For food supplements or modified diets you must secure written information from your physician regarding this. Please speak with the administrator for more details.

Transportation for Trips and Emergencies

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

The center will not provide transportation on routine trips for school age children going to/from school. This transportation will be done by school buses only.

Field trips/routine trips: for schoolage children field trips will be taken periodically. These will be located at the school across the street. Staff will walk children across the street for these field trips. Before departing the center, a count will be taken of all the children; they will be marked on an attendance sheet created specifically for the field trip. Upon arrival of the destination, another count will be taken to assure all of the children have arrived safely. This process will be repeated upon leaving the destination and returning to the center. During the field trip the ratio for schoolage children is 1:9. While on the field trip each child will have identification on them including the center's name, address, and telephone number. Written permission will be obtained from the parent or guardian for each field trip or one for routine trips.

Water Activities/Swimming

Swimming activities will not be provided for children through the center. Water activities will be provided at the center. These would include sprinklers and small wading pools less than 18 inches in wall height. Written permission slips will be required before children can engage in water play that includes standing water. Please remember to send bathing suits, towels, and sunscreen for your children. Sunscreen must have a Request for Medication form filled out

with it to be used in the center. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

Disenrollment Policy

Faith Kids reserves the right to disenroll any child for any reason at any time. For the best interest of the child, teachers and the administrator will work together with the parent to come up with a plan before disenrollment does occur.

Ohio Department of Job and Family Services Center Parent Information Required by Ohio Administrative Code

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous 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 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, 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>