

Written Information for Parents and Employees in accordance with Ohio Administrative Code (OAC) 5101:2-13-07

Welcome to my Program:

FUNDAMENTAL HOMES FOR THE LITTLE 1 LLC

1. General Information/Contact Information

Provider Name: JESSICA BOYD	Email Address: 113FUNDAMENTALHOMES@GMAIL.COM		Phone: 216-272-4283	
Program Name (if applicable):				
Street Address: 113 UNION STREET	City: BEDFORD	State: OHIO	Zip: 44146	Date Created/Revised: 2/14/2024

2. Philosophy

Fundamental Homes for the Little Ones provides learning programs and activities that's unique in itself. As a licensed Type A program, and 5 star's with STEP UP TO QUALITY we provide...

Strong social foundation focusing on emotional and intellectual development.

Helping children learn literacy skills through language, sounds, and words.

Freedom fosters creativity and boosts creativity within a child.

We believe in hands-on activity that helps mold functionality.

3. Days and Hours of Operation *(schedule of closings and basic daily schedule)*

Days and Hours of Operation:

Schedule of Closings:

Day	From:	To:	Closed:
Mon	6 am	1145pm	New Year's Eve-New Year's Day
Tue	6am	1145pm	Memorial Day
Wed	6am	1145pm	President's Day

Thu	6 am	1145pm	Memorial Day
Fri	6am	1145pm	Fourth Of July
Sat	Closed		Labor Day
Sun	Closed		Martin Luther King's Thanksgiving Day& Friday After- Christmas Eve&Day

Basic Daily Schedule

<i>Hours</i>		<i>Activities</i>
<i>6:00 am</i>	<i>7:00 am</i>	<i>Arrival – handwashing – Prep - breakfast– Quiet Play</i>
<i>7:00 am</i>	<i>7:30 am</i>	<i>Wash up – Bathroom - Diaper check – Clean up</i>
<i>7:30 am</i>	<i>8:00 am</i>	<i>Free play/choice</i>
<i>8:00 am</i>	<i>9:00 am</i>	<i>Story Time followed by Art Activity, handwashing</i>
<i>9:00 am</i>	<i>9:30 am</i>	<i>Block Play – Infant Floor play/tummy time</i>
<i>9:30 am</i>	<i>10:00 am</i>	<i>Handwashing, AM Snack – Clean up – Bathroom time – Diaper check- handwashing</i>
<i>10:00am</i>	<i>10:30 am</i>	<i>Dramatic Play</i>
<i>10:30 am</i>	<i>11:00 am</i>	<i>Outdoor Play/Nature Walk/Large Motor Skills-Weather permitting. Indoor Large Motor Skills Activity – if weather does not allow outdoor Play.</i>
<i>11:00 am</i>	<i>11:30 am</i>	<i>Handwashing – bathroom – diaper check – clean up</i>
<i>11:30 am</i>	<i>12:00 pm</i>	<i>Free play – choice – Infant Floor Play – Tummy Time</i>
<i>12:00 pm</i>	<i>1:00 pm</i>	<i>Handwashing -Lunch Time – Bathroom – Handwashing – Diaper check – Clean up</i>
<i>1:00 pm</i>	<i>2:30 pm</i>	<i>Nap – Rest Time</i>
<i>2:30 pm</i>	<i>4:00 pm</i>	<i>Handwashing -PM Snack time – clean up, bathroom, handwashing, diaper check.</i>
<i>4:00 pm</i>	<i>4:30 pm</i>	<i>Music – Dance</i>
<i>4:30 pm</i>	<i>5:00 pm</i>	<i>Free play – choice quiet play – Infant Floor Play – Tummy Time, wash Hands, prepare for children departure.</i>
		<i>Outdoor Play/Nature Walk/Large Motor Skills, handwashing.</i>
		<i>Homework – Reading – Art - Handwashing</i>

		<i>Handwashing -Dinner – clean up – - wash up - bathroom – diaper check – handwashing</i>
		<i>Free Play – choice, puzzles, board games, Infant Floor play, Tummy Time</i>
		<i>Handwashing -Evening Snack – clean up, handwashing</i>
		<i>Prep for Rest/sleep – Bathroom time – diaper check and wash up. Prep for Sleep, follow routine set up with parents.</i>
		<i>Sleep/rest</i>
		<i>Wake up time, Prep for Parental Arrival and Pick up – Bathroom time – Diaper check- handwashing, dress up.</i>

4. Staff-to-Child Ratios

PLEASE READ EXAMPLES BELOW CAREFULLY, DELETE THIS STATEMENT AND EXAMPLE BELOW THAT DOES NOT APPLY.

TYPE B

- Type B – Ratio 1:6
- Care will be provided for no more than 6 children at any one time.
- No more than 3 of these children will be under age 2.
- My children under the age of 6 are included in the group size and ratio.
- I will leave open time between shifts and/or children’s arrivals and departures to maintain, ratios.
- I serve the following age groups; _____

OR

TYPE A

- Type A – Ratio 2:12
- Care will be provided for no more than 12 children at any one time.
- No more than 3 of these children will be under age 2.
- My children under the age of 6 are included in the group size and ratio.
- I will leave open time between shifts and/or children’s arrivals and departures to maintain, ratios.
- I serve the following age groups; **6 weeks to 13 years old** _____

5. Parent Involvement

- Program regularly sends information to families regarding upcoming activities and events for the program including emailing a weekly newsletter.
- Parents are welcome to see their children and participate in any of our daily activities.
- Parents are encouraged to accompany us on any field trips but may need to provide their own transportation.
- Program will have a **___ PARENT DAYS ___** that parents are encouraged to attend.

6. Parent-Provider Meetings

- At pickup time, I will briefly tell you about your child's time in child care setting.
- Parent-teacher conferences will be offered **(4)** times a year to discuss your child's growth and development.
- If you wish to discuss any concerns or have questions about your child, please call or text me to arrange a time so that I can focus on you and your child.

7. Payment Policies *(schedule, overtime charges, and registration fees as applicable)*

- Private Pay Tuition Rates
 - Infant 0-18 Months - \$ 450 per week
 - Toddler 18-36 Months - \$ 450 per week
 - Preschool 3-5 years - \$ 450 per week
 - School-age \$ 450 per week
- Publicly funded child care (PFCC) is also accepted.
- Payment Schedule: Tuition payments, Program Fees, Including PFCC Co-Payments, are due on **(Monday)** of the week child care is provided.
- Full payment is expected even during weeks when the program is closed for a holiday or if your child is absent due to illness or another reason.
- If payment is not received by **(MONDAY)** of the week child care is provided, a late payment fee of **\$20** will be charged, and your child will not be able to attend program until the payment is made. Your child also may lose their space in the program.
- My program may have the following fees:
 - Registration Fee: \$25 for one Child and \$50 for up to three children
 - Late Tuition Fee: \$20
 - Late Pickup Fee: \$5 for every 10 minutes
 - Returned Check Fee: N/A

8. Support for Breastfeeding Mothers *(Policy describing supports for on-site breastfeeding or pumping for breastfeeding mothers)*

- My program **(does)** provide infant care.

The following applies if my program provides infant care:

- My program supports breastfeeding, and provides a private, clean and quiet space for mothers to breastfeed

or express milk in the; **_infant_room**.

- All breastmilk bottles **MUST** be labeled with the child's name, date pumped and prepared.

Policies and Procedures

1. Enrollment Information

An enrollment packet must be completed before a child can attend program. I will use Forms Central – <http://www.odjfs.state.oh.us/forms/> to retrieve all forms needed. The enrollment packet will include the following:

- The JFS 01234, "Child Enrollment and Health Information for Child Care," This required form contains basic enrollment and health information for your child. It will be reviewed and updated as needed, but any changes to the information on the form must be provided to program immediately so that current information is on file.
- Child Medical Statement: All enrolled children must have a medical examination on file. A completed medical statement is required to be on file in program within 30 days of the child's first day of attendance. The JFS 01305, "Child Medical Statement for Child Care," form may be used. Medical statement must be updated every 13 months until your child enters kindergarten. Children who attend kindergarten and elementary school are exempt from this requirement.

2. Care of Children Without Immunizations

- My program **(WILL)** provide care to children who have not been immunized.

THE FOLLOWING APPLIES IF MY PROGRAM PROVIDES CARE TO CHILDREN WHO HAVE NOT BEEN IMMUNIZED:

- **Parents will be required to submit a written statement that he or she has declined to immunize** against disease for reason of conscience, including religious conviction. This written statement will be placed in child file in my program.

3. Attendance Policies

Arrival and departure:

- Parents must bring their children into the program and make verbal contact with me. I will sign your child in on the written attendance sheet. Parents will record their child's arrival/attendance in the TAP system.
- Children may **NOT** be dropped off at the front door or sent inside alone.
- At departure, parents must make verbal contact with me so it is clear that the child has been picked up. I will sign the child out on the written attendance sheet. Parents will record their child's departure in the TAP system.

<p>Absent days:</p> <ul style="list-style-type: none"> The parent must inform me if their child is going to be absent from the program before the expected time of arrival. Please call or text at least (30 MINUTES) in advance.
<p>Releasing a child to someone other than a parent:</p> <ul style="list-style-type: none"> Only individuals authorized in writing by the custodial parent or guardian may pick up children. Anyone other than the parent or guardian must present a state-issued photo ID, which will be checked prior to the release of the child.
<p>Releasing a child according to a custody agreement:</p> <ul style="list-style-type: none"> If there is a custody agreement for the child, my program must be provided with official legal documentation indicating who has permission to pick up the child.
<p>Follow up when a child scheduled to arrive from another program or activity does not arrive:</p> <ul style="list-style-type: none"> Some children may arrive at my program from another program, such as another child care program, school, after-school program, school activity or parent elected extra-curricular activity. If a child is scheduled to arrive from another program and does not, the program will contact the other program and the parent or guardian of the child.
<p>4. Supervision <i>(policies, including supervision policies for school age children)</i></p>
<p><i>Please Note: If at any time an appropriate staff member is hired they will also be responsible for all of the following:</i></p> <ul style="list-style-type: none"> My major responsibility is to ensure the health and safety of each child entrusted in my care. I am alert to the safety needs of the children, anticipate possible hazards, and I take necessary appropriate precautionary and preventative measures. Children will always be supervised within sight or hearing. At no time will a child be left unsupervised.
<p>School Age Children Supervision:</p> <ul style="list-style-type: none"> School age children are permitted to play in the outside, in outdoor approved play space without me ONLY when they are within sight AND hearing. If overnight care is provided by my program, at any time - children will NOT have outside play during overnight care. At no time will they be left unsupervised, they will always be within sight AND hearing. I will always be available to intervene if needed. At no time will children engage in any high risk activities.
<p>5. Child Guidance</p>

- Your child will be treated with love and respect.
- My program focuses on setting reasonable expectations for children’s behavior and providing positive reinforcement and positive redirection for the children.
- I will facilitate problem-solving and encourage children to talk about problems and share their thoughts and suggestions if they have conflicts with each other.
- If a child exhibits inappropriate behavior, they will be asked to find a space away from the group. They may return to the group when they are ready. This allows for the child to self-regulate. If the child continues to exhibit inappropriate behavior, they may be placed in a time-out. Note that time outs will last for no more than one minute per year of the child’s age and will never be used with children less than 18 months old. Upon the child’s return to the activity, I will privately review with the child the reason for the time out and expected behavior.

6. Suspension and Expulsion

Before a child is suspended and/or expelled from my program the following below will take place;

- Meet with parents, regarding a behavior plan.
- Put a behavior plan in place.
- Update parents daily on progress - to meet developed plan objectives.
- If the behavior cannot be modified the child may be suspended or expelled from my program.
- **I am required to report child expulsion for behavioral reason to ODJFS.**

7. Americans with Disabilities Act Compliance Policies – ADA;

- My program will ensure that ADA requirements are followed to meet ADA compliance.
- My program does not discriminate against persons with disabilities on the basis of disability, that is, that I provide children and parents with disabilities with an equal opportunity to participate in my child care program.
- Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.
- For ADA information, technical questions and technical assistance I will call the – **ADA information line at: 1-800-514-0301.** https://www.ada.gov/2010ADASTandards_index.htm
- I will refer to the U.S. Department of Health and Human Services - Office of Civil Rights Administration for Children and Families, and/or the U.S. Department of Justice - Civil Rights Division for Disability Rights for any additional ADA questions and guidance as needed.
- As an additional resource I can find ADA regulations at: https://www.ada.gov/2010_regs.htm

Administering Medication to Children with Disabilities:

- As my program **DOES NOT** administer medication TO ANY CHILD.

IF MY PROGRAM ADMINISTERS MEDICATION THE FOLLOWING WILL APPLY:

- I administer medication to children with disabilities in accordance with the child’s documented medical/physical care plan.

Administering Care Procedures to Children with Disabilities:

- Prior to caring for a child with a disability, I or any appropriate staff member that is responsible for caring for the child will be properly trained regarding any necessary procedures.

8. Outdoor Play

Including limitations placed on outdoor play due to weather or safety issues such as temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice:

- Children will be taken outside to play daily, weather permitting.
- Daily weather forecast when be used to plan for outdoor play.
- On days when weather conditions do not allow for outside play, there will be time for indoor gross motor activities such as dancing and exercising.
- Children should be dressed appropriately for outside play, including appropriate cold and warm weather wear
- Parents are encouraged to bring in additional seasonal clothing items for their children so we may be prepared for all types of weather.
- My program has additional children clothing items available that may be used in the event that parents do not bring in additional seasonal clothing items so that **ALL** children can participant in outside/outdoor play and are appropriately dressed for weather.

Limitations placed on outdoor play due to weather or safety issues:

- Children will not be taken outside if the temperature is below 25 degrees F or above 90 degrees F.
- Outside play time will be adjusted or limited during inclement weather and safety conditions including rain, lightning, ice, wind chill warnings, air quality warnings, ozone levels, excessive humidity, and high pollen counts.

9. Food and Dietary Policies**Information regarding meeting one-third of the child's recommended daily dietary allowance;**

My Program will use Appendix B to Rule 5101:2-13-22 for portion sizes for meals and will served the following meals and snacks which provide at least 1/3 of the recommended dietary allowance for each child:

- **Breakfast**
- **Morning AM Snack**
- **Lunch**
- **Afternoon PM Snack**
- **Dinner**
- **Evening EVE Snack**

All meals and snacks served are selected from the four basic food groups:

- Meat or meat alternative
- Breads and grains
- Fruits and vegetables (juices ay be used if 100% and undiluted and two vegetables may be used to meet entire fruit requirement).
- Unflavored fluid milk is served.
12-24 months are served whole milk
24 months and older are served, 1% fat free or skim milk.

No child will go more than 4 hours without at least a snack or meal unless they are sleeping.

Policies regarding Formula, Breast Milk, Meals and Snacks:

- A weekly menu is posted on parent bulletin board on **Friday's**, that you may view at pick up time that provides the following week's meals and snacks including which meals contain a milk serving.
- Unflavored fluid milk is served.
 - 12-24 months are served whole milk
 - 24 months and older are served, 1% fat free or skim milk.
- Parents are required to provide daily prepared bottles for their children who are on formula and/or breast-fed. All bottles must be labeled with child's name and the date the bottle was prepared. In addition, bottles containing breast milk must also be labeled with the date pumped.
- Any parent provided unused bottles will be sent home daily.
- Bottles that have been used will be cleaned and placed with child's belongings and returned to parents daily.
- Meals and snacks will be served only during meal or snack times. If your child will be arriving late – after the end of any meal time, please be sure that they have eaten prior to coming into my program.

Supplemental Food:

- Parents may provide their child's food if they choose.
- For parent provided meals please insure that all 4 food groups are provided.
- Supplemental foods will be given to your child at meal times when parent provided food, does not include all required food groups.

10. Illness Policies

Management of illness, including isolation precautions:

- If your child is sick or does not feel well enough to participate in program activities, please keep them at home.
- Children who become ill while in care will be isolated within sight or hearing of me. Cribs/playpens/cots/mats and any linens used will be washed and disinfected before being used again.
- Parents will be notified by a sign posted on the **Parent Bulletin Board** if children have been exposed to a communicable illness.
- My program follows all required COVID-19 pandemic rules and guidelines from the Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health.

Symptoms for discharge:

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least 101 degrees F (100 degrees F if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (more than three abnormally, unexpected, or unexplained loose stools within a 24 hour period).
- Severe coughing (causing the child to become red or blue in the face or to make a whooping sound).
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain.

- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and/or grey or white stool.
- Stiff neck with an elevated temperature.
- Evidence of untreated Lice, scabies, or other parasitic infestation.
- Sore throat or difficulty swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- **A child is discharged if they exhibit any COVID-19 symptoms.**

Conditions for return of child after illness:

- Children are readmitted to the program after at least 24 hours of being free of fever and other symptoms without aid or medication. If they are not symptom free a doctor's note is required stating that the child is not contagious.

Notification to parent of ill child:

- Parents are notified by phone and text if their child exhibits any of these signs of illness and must pick up their child up within one hour.

Whether or not program will care for sick children:

- Care is not provided for children who are sick. Please have a backup care plan in place if you are not able to take time off from work/school to pick up your child when they are sick or to care for them at home when they are ill.

11. Emergency, Serious Illness and Injury Procedures

- My program follows my program’s written procedures if an emergency occurs while a child is in the program’s care.
- My program conducts monthly fire drills, tornado drills (March-September), and quarterly emergency/lockdown drills.
- In the event of a fire or tornado, we will follow the written instructions posted, which describe emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot.
- If we need to immediately evacuate due to fire or weather conditions, or loss of power, heat, or water, in an emergency , we will; Evacuate to Community Location; **HAWTHORN PARKWAY _____**, **Located; CORNER OF UNION_____**.
- A sign will be posted on the **front** of my program indicating that we have been evacuated and the location where you may pick up your child. Parents will be contacted as soon as possible and requested to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child’s enrollment information.
- In the unlikely event of an environmental threat or a threat of violence, I will secure the children in the safest location possible, contact the proper authorities, and follow their directions. I will contact parents as soon as the situation allows.
- In the case of a minor accident or injury, I or trained staff member will administer basic first aid.
- If the injury/illness is serious, any first aid possible will be administered, and parents will be contacted immediately to assist in deciding an appropriate course of action.
- When any injury/illness is life-threatening, EMS will be contacted, parents will be notified, and the child’s available health records will be sent with the EMS. *I will not transport children in my vehicle in the case of an emergency.*
- If any of the following occur, an incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury: the child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs that jeopardizes the safety of the child.
- In the case of a serious incident, I will report to ODJFS via the Ohio Child Licensing and Quality System by the next business day and *complete the “serious incident report”*.

12. Administration of Medication and Topical Products Policies

- My program **(WILL NOT)** administer medication at this time.

THE FOLLOWING PROCEDURES and POLICIES apply on administration of medication and topical products, if my program administers medication.

- For medication to be administered, a JFS 01217, “Request for Administration of Medication for Child Care,” must be completed unless the medication is required by a JFS 01236, “Child Medical/Physical Care Plan for Child Care” which is on file.

- Medications will be stored in an area inaccessible to children.
- Any medication for your child must be handed directly to me upon arrival.
- Medications may not be brought in a child's book bag.
- Prescription medications must be in their original container and administered in accordance with instructions on the label.
- Over-the-counter medications also must be administered in accordance to label instructions.
- If parent request any different dosages or uses, a physician must provide written instructions on the JFS 01217, "Request for Administration of Medication for Child Care."
- Signed written parental permission is required for topical products, except for lip balm and hand sanitizer, to be administered. All topical products must be handed directly to me upon arrival at the program.

Policies on Medical Foods

(food that is formulated to be consumed under the supervision of a physician or other appropriate professional and is intended for the specific dietary management of a disease of condition):

- If your child requires the administration of medical foods, you must provide a completed JFS 01236, "Child Medical/Physical Care Plan for Child Care."
- All medical foods must be provided by the parent and must be in the original container with the Child's name on it and must be handed to me immediately upon arrival.
- I follow the directions on the medical food container to ensure safe storage.

Policies on Modified Diets:

- If your child requires a modified diet that eliminates 1 or more of the 4 food groups or changing the amount of food to be served to meet 1/3 of the recommended dietary allowance, you must secure written information from your physician regarding this. A JFS 01236, "Child/Medical Physical Care Plan for Child Care" must be completed.
- Food Supplements/Medical Foods require written health care provider instructions and a completed JFS 01236 "Child Medical/Physical Care Plan".
- If a modified diet is due to a food allergy a JFS 01236 "Child Medical/Physical Care Plan" completed by the parent is needed.
- If your child requires a modified diet due to religious or cultural reasons, you must provide written, dated, and signed instructions by the parent is needed. *You must provide any food requirements that are not part of my program's menu.*

Whether school age children are permitted to carry their own emergency medication and topical products:

- School-age children are permitted to carry emergency medication such as an Epi-Pen or inhaler if they have a JFS 01236, "Child Medical/Physical Care Plan for Child Care," on file.
- School-age children are permitted to carry and administer topical products with written parental permission.

13. Transportation Policies

Transportation for field, routine, and walking trips (if applicable):

- My program takes routine trips, such as to the local park, and may take periodic field trips.
- Routine trips are taken walking, and PICK UP AND DROP OFF. Permission slips must be completed for each child.
- Travel to field trip are taken by walking or **VAN transportation provided by your program).**
- Before a child may participate in the field trip, a written permission form signed by the parent will be required.
- Before we leave my program, I will take a count of the children and mark them on a separate attendance sheet specifically created for the trip. Upon arrival at our destination, I will take another count to ensure that all the

children have arrived safely. This process will be repeated upon leaving the destination and returning to our program.

Transportation for emergencies:

Including whether your program will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

- My program does not provide care to children whose parents do not permit transportation to an emergency treatment facility.
- In emergency situations if a child requires emergency transportation, EMS will be called and the parent's will be contacted.

14. Policies regarding water activities and/or swimming (if offered):

- Children will be provided with water play opportunities at my program.
- These will include sprinklers and small wading pools with a wall that is less than 18 inches high.
- **Parents are required** to send bathing suits and towels for their children on water play days.
- **If at any time parents forget to bring bathing suits or towels, my program has extra clothing items that may be used, so NO CHILD is excluded from water play activity.**
- **AT NO TIME WILL A CHILD BE LEFT UNSUPERVISED.**
- Parents will be asked to sign written permission slips prior to children engaging in water play and any swimming pool trips.
- If at any time a pool trip is offer by my program, the location chosen will have a certified lifeguard or a water safety instructor; this individual is not counted in the staff/child ratio. The required staff/child ratio is maintained by staff from my program who actively supervise the children and who position themselves so they can clearly see all parts of the swimming area, including the bottom of the pool. **AT NO TIME WILL A CHILD BE LEFT UNSUPERVISED.**

15. Infant Care and Diaper Procedures (all ages)

Infant care:

- Infants will not be allowed to sleep in bassinets, swings, car seats, or other equipment.
- Infant sleep according to the child's individual needs.

Infant feeding:

- Infant feeding occurs according to the child's individual needs.
- Food intake and times for each infant will be recorded on individual bottle and food intake charts.

Diaper procedures (all ages):

- Parents **MUST** provide all diapers and wipes as necessary.
- Diapers are **checked at least every two hours** and are changed immediately when wet or soiled.
- Diaper changes will be recorded on each infant's daily record.

Information about infant daily activities:**A written record for infants is provided to parents daily that includes:**

- The infant's sleeping patterns including when and for how long an infant sleeps.
- When, what and how much each infant eats.
- Diaper change information including times and results of diaper changes
- Information about each infant's other daily activities.

16. Sleeping, Napping and Resting Policies

- Individual infant nap schedules are followed throughout the day.
- Infants up to 12 months old will sleep in an assigned crib/play pen. Infants 12-18 months old may sleep on a cot if parents give written permission; otherwise they will sleep in an assigned crib/play pen.
- Infants who sleep in a crib/play pen must be placed on their backs to sleep unless the child's physician completes the JFS 01235, "Sleep Position Waiver for Child Care."
- Children 18 months and older sleep on an assigned cot.
- Children who do not fall asleep are permitted to play on their cot with quiet activities.
- My program's schedule includes napping/resting times that meet the developmental needs of the children.
- My program provides each child 12 months and older with a child-sized blanket that is washed weekly or as needed. Parents are also welcomed to provide their own child-sized blanket for their child and take home each Friday to be washed or as needed.
- I make sure the cots used in my program never block room exits and allow for us to safely leave the room in case of an emergency.

17. Evening, and Overnight Care (if applicable)

Evening and overnight care is between the hours of 7pm and 6am.

The following policies will apply if my child care program at any time offers evening and overnight care (*evening and overnight care is between the hours of 7pm. and 6am.*).

- For security reasons, access to the program is limited to only parents/guardians and staff if hired, after 7pm. and before 6am.
- Bedtime routines shall be developed and followed in consultation with the parents of the children.
- Children under age 5 always sleep on the same floor level that I sleep on.
- I will remain awake until all children fall asleep.
- The children sleep only in areas approved for sleeping.
- Children will brush their teeth prior to sleeping.

18. Policies on Hours of Operation Including Closure Due to Weather, School Delays or Closings and any other Factors

- Except for scheduled holidays, my program will remain open unless there is a weather or other emergency that results in a lack of power, heat, and/or running water at the program.
- In the case of closure, families will receive a phone call or text message as soon as I know the program will be

closed.

- My program remains open if the local school closes or is delayed. Care may be available for school age children not normally in care on those days. However, as I am not able to exceed my license capacity, please call ahead to confirm if I have an open child care slot for care to be available.

19. Using Child Care Staff Members or Substitute Child Care Staff Members

If at any time my child care program obtains/employs child care staff members or substitute child care staff members the parents will be given the option for staff member to care for your children or you may make alternative arrangements for the care of your children during these times (sick day, vacations or other times off).

- My program makes every attempt not to close unexpectedly, it is important that families plan and have a backup care plan in place if my program closes unexpectedly.
- Parents will need to make alternative arrangements and have a backup care plan for the care of your children for sick day, vacations or other times off, when my program has no child care staff members or substitute child care staff members.
- If I am sick and cannot provide care, I will contact parents immediately via text and phone call to let you know that your backup plan will need to be implemented.
- Each year I will take 3 week of vacation.
- I will provide parents with **4 weeks** notice of the dates for my vacation.

20. Disenrollment

- If you decide to dis-enroll your child from my program, a one-week, written notice is required.
- I will work with children and parents to resolve any behavior issues. However if there are behavior issues that continue to be of concern and endanger other children, the program may dis-enroll the child from the program.

Children also may be disenrolled for the following reasons:

- Failure to pay tuition on time.
- Failure to pay additional fees (if any).
- Failure to comply with my program's policies and procedures.
- Failure to attend during scheduled hours.
- Excessive absenteeism.

21. Conflict Resolution

- Please contact me if you have any problems with my program.
- My program will work with parents and attempt to resolve any issues, problems, or concerns you may have.
- The Ohio Department of Job and Family Services also may be contacted to report suspected violations of licensing, law, or administrative rules. A toll-free number is listed on my program license, posted on program bulletin board.
- *The current licensing rules governing child care are available for review at the home.*

22. Assessments
<ul style="list-style-type: none"> • My program does perform any formal assessments or screenings. • My program does not report child level data to ODJFS in regards to formal screening and assessments on enrolled children.

Miscellaneous policies and procedures

My program also implements the following;

<p>SOCIAL DEVELOPMENT- MANNERS, SHARING, TURNING TAKING, COOPERATIVE PLAY FOLLOWING DIRECTION, CARRYING ON CONVERSATION, BASIC HYGIENE SKILLS, ORGANIZATIONAL SKILLS, ATTENTION SPAN, SELF-PRIDE AND CONFIDENCE MATH COLORS, SHAPES, NUMERALS, COUNTING, POSITIONS, ORDERING, COMPARING, PATTERNING, OPPOSITES, PROBLEM SOLVING</p>	<p>GROSS MOTOR- WALKING, RUNNING JUMPING, SKIPPING CLIMBING, BALANCING COORDINATION, USING A BALL FINE MOTOR MANIPULATE WRITING, DRAWING AND COLORING TOOLS, SCISSOR SKILLS, GLUING, BLOCK PLAY, PUZZLES USING MANIPULATIVES, DRESSING SKILLS, WRITING AND DRAWING SKILLS.</p>
<p>READING BOOK KNOWLEDGE, PRINT KNOWLEDGE LETTERS, CHARACTERS, RECALLING DETAILS SEQUENCING, BASIC COMPREHENSION, FINGER PLAY AND RHYMES</p>	<p>BASIC READINESS NAME, BIRTHDAY, PHONE NUMBER, ADDRESS, COLORS, SHAPES, ALPHABET SKILLS, NUMERALS, COUNTING, USING ART MATERIALS, PROBLEM-SOLVING</p>

<p>SPIRITUAL GAIN KNOWLEDGE OF GOD THROUGH HIS WORD EXPERIENCE GOD'S GOODNESS THROUGH THE WORLD AROUND US. DISCOVER GOD'S PURPOSE IN OUR LIVES.</p>	
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