

Just Like Home Day Care

Owned and Operated by The Hill Church



Serving the Community of Brimfield since 1995

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PARENT HANDBOOK

Welcome to Just Like Home Day Care. This handbook contains information regarding the day care programs of Infants, Toddlers, Preschoolers, and School Age children. It is very important that you read this handbook and keep it handy as long as your child is enrolled in our center's programs. It will answer many of the questions you may have about our center.

Philosophy & Goals

Just Like Home Day Care was established to care for your child's physical and emotional needs. We believe that these needs can be fulfilled with a nutritional diet, security, love, encouragement, and friendships. We believe that children need to feel free to ask questions to satisfy their curiosity, and experience boundaries that are constant and familiar. They need to be noticed and respected by peers and adults as well as learn to notice and respect others. They need to be talked to and listened to as well as feel and know that they are important and interesting. Our goal is to be staffed with warm, responsive, and educated adults who set a positive example and who care for the children as they would their own. We also hope that by investing our time and efforts into these children, we will in return see them prepared for the next step that life leads them to.

License

At the end of this handbook you will find an additional page about licensing and other valuable information from the State of Ohio Child Care Licensing Specialist. Please take time to read this information. Also note that our License is posted in our main room for you to view if you wish.

Admissions

A child is considered enrolled in our center only after the \$25.00 registration fee is paid, all required paperwork is received, and the Administrator or Director has been acquainted with you and your child(ren). The paperwork that is required on the date of start is the Child Enrollment and Health Information form, Parent Roster Consent, Emergency Transportation Authorization, and Parent Statement showing that you have received and reviewed our Policy Handbook. All these things are provided in our admissions packet. If your child has any medical needs, additional forms will be provided and must be returned prior to your child(ren)'s first day at the center. All students not yet enrolled in kindergarten must have a Medical Statement Form (provided from our center) filled out by a physician or certified nurse practitioner within the first 30 days of enrollment. All forms must be updated annually.

All forms given for your child's enrollment are required to be filled out in its entirety before your child can be left in our center's care. These forms are prescribed by the State of Ohio Day Care Licensing Unity and no other forms are accepted.

In addition to the forms listed above, a Photography Consent form and Payment Agreement form must be completed and turned in prior to your child's first day in attendance. These two forms are not required to be updated annually.

Any change in information must be communicated to the Director immediately so that current information is always on file. This is for the safety of your child.

Hours and Days of Operation

The center will be open Monday through Friday from 6:30 a.m. to 6:00 p.m. The center will be closed to observe the following holidays: New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. We will provide a sign-up sheet for days before or after major holidays to determine whether we are open on those days or not.

Full tuition is due for the weeks in which these days fall, as our staff is given these days as paid holidays.

Center Closing: In the event that there is severe weather, or our building has lost water supply or heat supply (as seasonally necessary), we will notify parents and our center will be closed. If we have lost power for five consecutive hours (in the daylight) we will call parents and close our center.

Staff/Child Ratios and Group Sizes

Our center will not exceed the following state required ratios:

1:5 or 2:12	Infants (0 – 12 months)	1:12	Preschoolers (3 years old)
1:6	Infants (12 – 18 months)	1:14	Preschoolers (4 – 5 years old) 1:18
1:7	Toddlers (18 – 30 months)		School Agers (K – 11 years)
1:8	Toddlers (2 ½ to 3 years old)	1:20	School Agers (11 – 15 years)

Ratios for toddlers and preschool may be doubled 2 hours of rest time if all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there would be an emergency. Our maximum group size is displayed on our License in the main room. Limitations do not include rest time, lunch time, outdoor play, and special activities.

Daily Activities and Rest Time

Daily schedules are made for each age group in our center. With ratio limitations, our infants and toddlers (up to age 2 ½) share the same room. Therefore, they share the same daily schedule. At 2 ½ we transition children into our Preschool program. A schedule of daily activities is posted in the classroom. Our schedules are flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view this center as a safe and comforting place where they know what to expect and when to expect it. We do not conduct formal assessments on enrolled children and share the data with ODJFS.

Rest time is part of our daily schedule. Preschool children will have an individually assigned cot to use for rest time. If a school age child would like to nap an individual mat will be provided for them; otherwise quiet activities are available for them to choose from such as watching a movie, playing card games, coloring, etc. Blankets and pillows will not be provided or shared for any age group; if you would like to provide a blanket and/or pillow, please be sure it fits in your child's bag.

Tuition and Payment Policies

Our tuition rates run on a weekly basis. At enrollment parents are to notify us of their payment schedule. This does not mean you choose how often you will pay; it means we are willing to work with a parent that is paid by their job weekly or biweekly. Payments are expected weekly or biweekly and are required to be paid on the first day of the week that the student is in attendance.

If in a special circumstance a family is receiving assistance from the state or county, they are given an allotted amount of absence days in which the state or county will pay for. If your child is absent for more than these allotted days, we reserve the right to charge additional fees to your payment. If your child exceeds the

number of hours approved by the state or county, we reserve the right to charge the additional fees to your payment.

The rates for our center change periodically. Rates are made by our Administrator and you will be made aware of any rate changes prior to the date of change. You will also be made aware of the rate you will pay prior to the enrollment of your child.

Our center's payment plan is run on a WEEKLY schedule which means that whether or not your child is in attendance the full five days of a week, full payment is due for each week of enrollment. The exception to this rule applies to our part-time rate, which is for non-school age students in our care under 25 hours a week. A student must be enrolled as either a full-time student or part-time student (unless other arrangements have been made with the Administrator or Director to deal with a specific schedule or situation). Parents cannot choose to pay part-time one week and full-time the next; it is one or the other and must be expressed at the time of enrollment.

In the event of an illness, full payment for the week is required with the exception of an extended illness, which we see to be five days or more. Our center will require a doctor's note for an extended illness to excuse payment. Please notify the center if your child will not be in attendance on a day they are scheduled to be here.

A late charge of \$10.00 will be added to the sum of the amount due if your payment is two weeks late. If we do not receive payment for three consecutive weeks of childcare, we reserve the right to suspend childcare until the payment is made in full. If your childcare becomes suspended and we do not receive any response of payment within one month's time of the suspension, we will add the charges of attorney fees, and the amount will be sent to the collection agency.

All checks are to be made payable to *Just Like Home Day Care*. We prefer checks, but if you would like to pay with cash please be sure you have the exact amount. We do not keep cash on the premises and will not have change. Tuition must be given to a staff member by the parent. If payment is given in an envelope, please mark on the envelope what it is and whose it is. We strongly advise that tuition not be sent with your child; please do not make your child responsible for this task. The option to pay with a credit or debit card is now available on our website jlhdaycare.org. Reoccurring payments can be scheduled online as well. You can also pay via text by texting the payment amount to 330.915.3553.

Parent pay sheets are the center's record of your payments. These will be given upon request. These statements include our Tax ID Number, which can also be received upon request. Please give the center 1 – 2 weeks to get these forms to you upon your request. Between the months of January and February of each year, we will have a full summary of your yearly payments for your tax purposes. We record these statements according to our Receipt Books for the year and the weekly record we keep. Please keep your receipts. If you do not receive a receipt upon payment, please notify a staff member.

Vacations: Our center must be notified of vacation dates two weeks prior to the vacation. Each child that is here for care through the whole year will be allotted three weeks of vacation with no pay required. Each child that is here for care for either school year or summer and not both will receive two weeks of vacation with no pay required. The children that receive this privilege are those that are enrolled in our center for 90

days with the exception of summer-only students. Since we only have a weekly rate, vacations must be taken weekly.

Please note that if your child is signed out for the weeks of Christmas break, Spring break or any other special weeks given by the school, the center considers those weeks of vacation. Meaning, your child cannot take an additional two weeks of vacation with no pay.

School Days Off/Snow Days: Our center is open for days that school is not open (excluding major holidays) to care for your child. An additional fee is required for the school age students if they are in attendance for the full day. In the event of a school delay, your child is welcome to stay until school starts. An additional fee may be required depending on the length of delay. If the center provides a sign-up sheet for days that the school is closed and you sign your child up for that day, you are responsible for the fee whether or not your child attends. Those who do not sign up for those days are not responsible for the additional fee.

Registration Fee: A non-refundable \$25.00 registration fee (per family) is due upon enrollment and due annually to hold a family's spot for the fall if they are not in attendance over the summer.

Returned Checks: You will be responsible to pay a \$40.00 fee for any returned/bounced checks.

Overtime Charge: Our center closes promptly at 6:00 p.m. We give a grace period of 10 minutes for emergency cases only. At 6:10 p.m. we charge \$5.00 per child and \$1.00 per minute, per child after 6:10 p.m. until the time the child is picked up. If circumstances beyond your control keep you from being on time, please call so as to not worry your child.

Withdrawals: If you plan to remove your child from our enrollment at the center, a two-week notice is required. Without this two-week notice, you will have continued weekly charges for two weeks. Though your child is not in attendance, their spot is still considered to be filled for two weeks if there is no notice of withdrawal. Please make sure all withdrawals are in writing. If you have an outstanding bill at the time of withdrawal, we will take legal actions if the bill is not handled within one month's time. Please note: This fee, if a two-week notice is not given is not covered by the state or county. All parents are personally responsible for this fee whether private pay or state/county pay.

Supervision

Supervision of the children at our center is of utmost importance to us. For the safety and well-being of the children we have the proper amount of staff necessary for ratio and our staff is trained to never leave any child unattended.

Exceptions to this rule as stated by the State of Ohio: School children may run errands inside the building or use the restroom, or engage in short term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision as long as the following conditions are met: (a) Children are within hearing distance of a child care staff member. (b) This child care staff member checks on the children who are in kindergarten through third grade at least every five minutes until they return to the group. (c) The child care staff member checks on the children in fourth grade or higher at least every ten minutes until they return to the group. (d) The center has exclusive use of the child care space being used by the children.

Parent Responsibility: We feel that it is the parent's responsibility to make sure that the teacher is aware that the student has arrived or left the center. Be sure if the class is outside or in a different area of the building that you escort your child to where the teacher is at arrival. During pick up, please be sure your child does not leave the room without you. Children should NOT be alone in the parking lot or any other area on the property. Please be sure to sign your child in and out each day as well.

Pursuant of the Ohio Revised Code 3101.09 (B) parents are financially responsible for any property damage done by their child. For example, property damages such as chipping/peeling paint; breaking toys, equipment, furniture, etc. Items will be replaced or repaired at the financial expense of the parents.

Release of a child: The center will only release a child to the parents listed on their enrollment papers or those who are alternative persons listed. If a note is given by the parent or a telephone call is made, it must be stated who the person is that will pick up the child, their full name and if this person can pick the child up in the future or just this once. We will require a photo ID with the person's full name on it to release the child. Please be aware and make others aware that if a staff member has never seen you or another, ID will be requested at the pick-up time and the file will be checked. This is solely for the safety of the children.

If a parent is listed on their child's enrollment papers and a custody agreement has been issued, you must provide the center with full court papers indicating who has permission to pick up the child. The center may not deny a parent access to his/her child without proper documentation.

School Age: If your student is a school age child and rides the bus from school to our center, please notify us if they will not be riding the bus. Again, our goal is safety; if we do not receive a call or note from you then we must assume that the child is not where they should be. If this occurs, we will then call you to determine the situation and the school may need to be notified depending on the situation.

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

Emergencies and Accidents

Our center has a written plan for medical, dental, and general emergencies. These are posted in all rooms used for the care of your child.

In the event that an Emergency Evacuation would be necessary due to fire or a threat that would endanger the children, all students and employees will meet at the parsonage/house located on the church grounds.

In the event that a natural disaster such as an earthquake or tornado would occur, our staff would use the designated evacuation route to the area of the building each class is assigned to.

In the event that a medical, dental or general emergency occurs, (one of serious incident, injury or illness) staff trained in First Aid and CPR will be readily available on the premises and will contact the EMT if we feel it is necessary to do so. If a child is transported for emergency treatment, the child's health and medical records will accompany the child and a staff member will stay with the child until the parent or guardian assumes responsibility for the child's care. We require parents to consent to Emergency Transportation; we do not transport children.

See, "Center Closings" under **Hours and Days of Operation** for our center's plan of action if we experience the loss of power, heat or water.

In the event that a serious incident, injury, or illness would occur we would contact the parent as soon as possible and an Incident/Injury Report would be completed for the parent to review. Signatures are required by the staff member completing the form AND strongly preferred of the parent/guardian or person picking the child up. If the incident/injury is considered to be serious, unusual or unexpected, a copy of the report will also be sent to the licensing office within 24 hours of the incident/injury occurrence. If your child is injured in any way at our center due to splinters, bug bites, bumps, bruises, etc., an Incident/Injury Report will be completed to make the parent aware of what happened. All forms will be kept in the child's file; a copy can be made and sent home if requested.

Illness

Children will be isolated in an unoccupied area of the center with the supervision of an adult in the event of an illness. A parent will be contacted to determine what should be done if the illness persists. A child with any of the following symptoms will be immediately isolated and will need to be picked up:

- Temperature of 100°F or higher
- Diarrhea
- Severe Coughing
- Difficult or Rapid Breathing
- Yellowish Skin or Eyes
- Conjunctivitis (Pink Eye)
- Untreated Skin Patches, Unusual Spots or Rashes
- Stiff Neck/Elevated Temperature
- Lice, Scabies, Parasitic Infection
- Vomiting More Than Once
- Sore Throat/Difficult Swallowing

Medications: The parent must fill out a request for medication form if a child needs any kind of medications. It may be necessary for a doctor to complete a portion of the form. Medications must be given to the staff and not stored with the child's belongings. This form must also be filled out for any food supplements and modified diets.

Special Needs: A care plan must be established for any student who has any type of special care given. This ranges from Asthma to Seizure Patients; anything that requires extra treatment needs a Medical Care Plan written by a parent and the staff must be trained by the parent in the area of care needed.

Parents will be notified if a Communicable Disease has been exposed to their child within the next day of the center's operation and if your child has been exposed to a Communicable Disease that could have been brought to the center, please notify us.

Staff

The requirements for our staff members are:

- Must be at least 18 years of age.
- Must have a High School Diploma or an equivalent.
- Must be trained in First Aid, CPR, Communicable Disease, Child Abuse Prevention, and additional training in child development courses.
- Must be fingerprinted, granting permission for a state and federal background check to be received by the center.

Guidance Policy

We believe that helping children learn self-control is very important. We hope that your child will learn self-discipline through careful guidance. Your child will be treated with love and respect. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. We strive to use positive reinforcement and positive redirection with all children. Our first step in guiding a child to a positive, self-controlled behavior is to redirect their activities and actions. If the situation needs further assessment, a time out may be required to help them regain their self-control. Time out is used in an age appropriate fashion. If necessary, for older children, sentences may be assigned. If needed the child may be sent to the office or for anything more a parent will be contacted. Staff will not impose punishments for failure to eat, sleep or for toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

In the event that a child is endangering himself, peers, or staff, it may become necessary to remove the child from the center permanently. Every attempt will be made to work together with the parents and the child to correct their behavior before this step is considered. If the child demonstrates behavior that requires frequent extra attention from the staff members, we may choose to develop and implement a behavior management plan. This plan would be developed in a consultation with the parents and would be consistent with state law.

Meals and Snacks

Our center provides breakfast snacks, if desired, between 6:30 a.m. and 8:00 a.m., a morning snack between 9:00 a.m. and 10:00 a.m., and an afternoon snack between 3:00 p.m. and 4:30 p.m. Lunch time is between 11:30 p.m. and 1:00 p.m. Lunches must be supplied by the parent. In order to meet state requirements all lunches must be nutritional. A nutritional lunch entitles at least one serving of fluid milk (provided by the center), one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended), and one serving of bread or grains. All lunches must be in a bag or container. Our snack menu is filled out each week and is posted in the main room. They are subject to change if necessary. Each snack provides a serving of at least two different nutritional components of the four basic food groups.

Field Trips/Routine Trips/Swimming Information

We have field trips periodically throughout the year. Parent volunteers are encouraged to attend (three or fewer times per calendar year)! At times a parent volunteer may drive and use their vehicle; other times a staff member will drive a center vehicle. Whenever we take trips, permissions slips will include driver and vehicle information. Staff/Child ratio will be met in the vehicles and at all times during the trip. All drivers will be 18 years of age or older with a valid driver's license.

During the Summer some field trips may include a pool or water park. There will be additional field trip forms for these types of trips. On other warm days we may have a splash day at day care. During a splash day water available for water toys and splashing. Any wading pools used will be less than 18 inches in wall height. Permission slips for onsite splash days will not be required for preschool and school age children.

Outdoor Play

Our center will provide outdoor play each day in suitable weather for any toddler, preschool and school age child in attendance. During the school year, school age children will only have outdoor play time after school when the weather is suitable. In the summer time, when school is out, and the weather is nice there will be more opportunities to spend time outside. The heat and humidity will be a determining factor on the amount of time children are outside. In the event that we are unable to have outside play, large muscle activities will be available indoors.

Parent Participation

Parents are encouraged to participate when possible in the activities at the center. Parents have unlimited access to all areas of the building used for childcare during the hours of operation. The teachers or director will be available to discuss the child's progress or needs at any time. If a teacher has a concern with any child in our care, it will be brought to the attention of the director, who will then contact you with the concern. It is most important that our teachers become well acquainted with our students so that they notice a problem and also so that a child can come to them with trust and respect if a problem occurs. If you have any concerns or questions, please send a note to the director or come and speak to the director or administrator during the times posted for their availability.

Toys/Videos/Misc. Items from Home

Please do not allow your child to bring belongings to the center that cannot fit in their book bag. The center takes no responsibility for the loss or damage of personal belongings brought to the center. Make sure that your child, whatever the age group, has the proper storage such as a book bag, duffel bag, etc. to store their belongings.

We do not allow movies above the rating "G" to be shown at our center. We also do not allow sorcery activities whether they are movies, cards, games, etc. Books and electronics can be brought but not shared. We are not responsible for any damage that may occur to electronics or other items brought from home. We do not allow children to trade toys at our center.

Anything that could cause injury such as items with sharp edges, etc. is prohibited. Please check all the items your child intends to bring to the center. Please know what your child brings so that you know what they should be taking home. This will help prevent stealing, trading, and many other issues.

Current Pricing

As of 08/31/2015	Full Time (25+ hours)	Part Time (<25 hours)	Before AND After School	Before OR After School	Daily (<9 hours)
School Age	\$115.00	\$80.00	\$80.00	\$60.00	\$30.00
Preschool	\$140.00	\$100.00	—	—	\$40.00
Toddler	\$160.00	\$120.00	—	—	\$45.00
Infant	\$180.00	\$140.00	—	—	\$50.00

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

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

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit

<http://jfs.ohio.gov/cdc/families.stm>