



**Mount St. Joseph University**  
**Charlotte Schmidlapp Children's Center**  
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513-244-4972 (Office) 513-244-4972(Classroom)

## Parent Handbook

### ***Location***

The Children's Center is located in the Harrington Center on the Mount St. Joseph University campus. The entrance is on the exterior of the Harrington Building near the west parking lot. There is a drop-off area in the front of the building for your convenience during arrival and departure. Please turn off your car engine while you are in the drop-off area. Parking is in the east or west parking lots. Your University parking decal must be clearly visible.

### ***Mission Statement/Philosophy***

In keeping with the mission of the University to embrace the integration of life and learning, the Children's Center provides quality child care to parents who are pursuing a college education. The Children's Center is designed to meet the developmental needs of each child in a safe, healthy, nurturing environment. Activities and materials are carefully selected to correspond with each child's level of development, and to provide challenge without frustration. Through its programming, the Center strives to meet each child's emotional, social, cognitive, creative, and physical needs. Guidance is gentle and non-invasive.

Positive approaches are used to help the children behave constructively. Staff will help each child take steps toward responsible self-direction. Fundamental to the process is the child's own feelings of being accepted and successful.

### ***Program Goals***

1. Provide quality education for each child enrolled in the Children's Center.
2. Provide developmentally appropriate opportunities for each child to engage in open exploration, problem solving, and critical thinking that will enrich and enhance his/her natural development.
3. Ensure a learning environment that allows young children to become confident and to enjoy successes in a caring atmosphere that is supportive, nurturing, and responsive to their individual needs.

### ***Licensing Information***

The Children's Center is approved and licensed by the State of Ohio Department of Job and Family Services. This License is displayed in the entryway, and indicates the number of children for which we are licensed. A copy of the laws and rules governing childcare in the State of Ohio is available for your review at any time.

The Children's Center most recent licensing report and any substantiated complaint investigation reports for the past 2 years are available on the bulletin board in the Muscle Room.

The administrator and each employee of the facility 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, 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,

### ***Licensing Continued...***

the parent or guardian shall notify the Administrator of his/her presence.

The Ohio Department of Job and Family Services' toll free number is 1-866-635-3748. This number may be used to report any suspected violation by the Center as required in 5101:2-12-30 of the Ohio Administrative Code; or to review the Licensing record including compliance report forms, complaint investigation reports and evaluations from building and fire inspections. The Center's licensing inspection reports for the past two years are also available for review. The Bureau of Child Care and Development's website is: <http://jfs.ohio.gov/cdc/childcare.stm>. The Children's Center does not discriminate in the enrollment of children, or in the hiring of staff on the basis of race, color, national origin, religion, sex or disability in violation of Americans With Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

### ***Step Up to Quality***

*Step Up to Quality* is Ohio's rating system for learning and development programs. Participating programs can earn a one to five-star rating. The Children's Center has earned and maintained a five-star rating.

### ***Who We Serve***

Mount St. Joseph University believes very strongly in families, and quality childcare is essential to many members of the Mount community. The Children's Center provides part-time and full day care for children of Mount students while they are attending class, studying or participating in class related activities off campus such as clinicals, field placements or student teaching. Care is also available to faculty and staff on a limited basis. Care is provided for children ages 3 months to 5 years.

### ***Hours of Operation***

The Center is open from 7:45 am to 5:00 pm, Monday through Friday during the first and second semester of the school year. The Center is closed during the summer months, semester breaks and when the campus is closed for holidays or inclement weather.

### ***Registration/Enrollment Forms Needed***

***Registration Form*** - Families must register each child for care every semester. Registration forms are available in the Children's Center on the entry table and on the center website. These forms must be completed in full and a copy of the Mount student's schedule must be attached before your child can be enrolled in the Center. There is a non-refundable registration fee of \$25.00 each semester. This can be paid in cash or a check made out to: MSJ Children's Center. Unregistered drop-in care is not available.

***Medical Statement/Health Screening*** - All children enrolled at the Center must have a completed Child Medical Statement by the first day of school. If the child continues to be enrolled, the examination must be repeated annually. State licensing requires that we not permit your child to attend school until this new exam occurs, and the new Medical Statement form has been completed. It must include the child's name, birthdate, and a record of current, age appropriate immunizations, limitations or health conditions. It is highly recommended that you have your child's pediatrician complete the recommended screenings listed at the bottom of the medical statement, which include vision, hearing, dental, lead, hemoglobin, height, weight and BMI. Please make sure there is a signature of the examining physician, as well as the physician's address and telephone number. The screening must also have been within 12 months prior to the date of admission. All parents will also have access to current recommendations for pediatric preventative health care, with the Bright Futures Health Matrix. A list of community resources is located on the Parent Information Table. Contact Coordinator if you need further assistance.

**Child Enrollment and Health Information** – This form shall be completed prior to the child’s first day of attendance and updated annually. If your child has a special health or medical condition that requires emergency medication or action if a reaction occurs, you must also complete a Medical/Physical Care Plan and Medical Administration form. Please talk to the Center manager for these forms.

### ***Emergency Transportation Policy/Serious Injury***

In the event of a medical emergency, our policy is to make every attempt to contact the parent immediately. If the parent cannot be reached, and the child is in a life threatening situation, we will call 911. The child’s medical records will go with the child for medical staff, and the Center manager will accompany the child to the hospital, and remain there until the parent of the child arrives.

**We do not allow children to enroll at the Center if the parents do not consent to transportation for emergency treatment.**

**Immunizations** - The Children’s Center requires that all children enrolled be immunized. Exceptions will be made on a case-by-case basis for families that choose to not have their child immunized for religious or medical reasons. The child will still need the required medical statement signed by the physician stating the child is in good health and may attend childcare. A form must be attached to the medical statement stating why the child isn’t being immunized. If the child’s classroom should experience an outbreak of a communicable illness, these children will have childcare services discontinued at the discretion of the Center manager until it is determined the outbreak has subsided.

**Schedule Card** – After enrollment, each parent will complete a schedule card each semester for the hours care is needed. Care can only be provided during the scheduled hours. Children cannot be accepted before their scheduled time and must be picked up as stated on the schedule. If additional care is needed, a request can be made through the Children’s Center office, or with the child’s classroom teacher. It is of utmost importance that these cards be updated as changes occur in your schedule. Your child’s classroom teachers need to be able to find you as quickly as possible in the case of an emergency.

**Off Campus Form** - Care is available while you are off campus with field related work. A special form must be completed for this request. Forms will be given to you by your classroom teacher and they are located on the entry table. Always ask permission from your child’s teacher to bring your child if your schedule changes for any reason.

**Campus Walk Form** - All children will participate in walks on the campus, never near roads or traffic. These trips will not require transportation other than the use of strollers for non-ambulatory Infants. Classes will maintain routine staff/child ratios for the children on the campus walk, as well as for any children that may remain in the Center. Staff will take attendance forms along on campus walks. Family members will sign a Campus Walk permission form annually.

### ***Cost of Service and Payment***

A \$25.00 registration fee will be collected every semester at the time of registration.  
Students will be billed the student rate - \$4.00 an hour.  
Faculty/Staff will be billed the rate - \$5.50 an hour.

## ***Children's Center Financial Responsibility Policy***

***Parents are required to read and sign the Financial Responsibility and Policy Agreement Form annually. This will be distributed to parents by the Center Manager.***

- 1) Financial Responsibility: I/we agree that I/we are solely responsible for all payment obligations for the services provided to me/us and the Children by the Children's Center. I/we understand that I/we are obligated to timely pay the following:
  - a. The registration fee each semester
  - b. The hourly fee charged weekly based on the hours of the Children's attendance at the Children's Center

I/we understand and acknowledge that I/we are obligated to timely pay these amounts to the Children's Center as they become due and owing regardless of any financial aid, public assistance, Flexible Spending Account, and/or other reimbursements that may be available to me/us to pay for any portion of these amounts. I/we understand that the Children's Center reserves the right to immediately discontinue providing services to me/us and the Children if any payments due and owing become delinquent for any period of time. I/we understand that Children may not be registered with the Children's Center for the next academic year if my/our balance is not zero as of May 31<sup>st</sup> of each academic year.

- 2) Financial Aid (if applicable): I/we understand and acknowledge that I/we are responsible for communicating with the Financial Aid Department regarding any financial aid that may be used by me/us to pay the Children's Center. I/we also understand that, in the event financial aid is not available to pay all amounts due and owing to the Children's Center, that I/we are responsible for timely paying any balance. The Financial Aid Department, located in the Administration Building, in the Office of Student Administrative Services, can be contacted in person, by emailing [financial.aid@msj.edu](mailto:financial.aid@msj.edu), or calling 513-244-4418.
- 3) Public Assistance (if applicable): I/we understand and acknowledge that I/we are required to timely pay all amounts due and owing to the Children's Center regardless of potential reimbursements available through any public assistance program, including but not limited to those administered through the Department of Job and Family Services. To apply for childcare payment public assistance, visit: <http://jfs.ohio.gov/cdc/page4.stm>
- 4) Students (if applicable): I/we understand that students may view amounts due and owing to the Children's Center through my/our student account that is regularly updated. I/we understand that all amounts due and owing to the Children's Center must be paid in full at the end of every month and that payments may be made online or in person at Student Administrative Services, or by credit card over the phone. I/we understand that the Children's Center does not accept any childcare payments.
- 5) Employee Automatic Deduction from Paychecks (if applicable): I/we understand that if I/we are employees of Mount St. Joseph University that I/we must make all payments of amounts due

and owing to the Children’s Center by having those amounts automatically deducted from my/our regular paychecks and that no other payment arrangements can be made with the Children’s Center. I/we understand that it is entirely my/our obligation to arrange for the automatic deduction of payments to the Children’s Center by visiting Fiscal Operations, located on the first floor of the Classroom Building, or by calling (513) 244-4236. Additionally, I/we understand that if I/we have a Flexible Spending Account (FSA) through the University’s benefits provider, I/we can submit a reimbursement form to Fiscal Operations at the beginning of each academic term to allow for FSA reimbursement pursuant to the University’s FSA Childcare Payment Policy. I/we understand that it is entirely my/our obligation to make arrangements for the FSA reimbursement with Fiscal Operations at the beginning of each academic term.

**Absent Day Policy** - Every semester your child may be absent for up to 5 days with no charge. After 5 days you will be charged for the scheduled time on that day.

**Late Fee Policy** - A late fee will be charged for children left at the Center past 5 PM. The fee will be \$1.00 for every minute you are late.

***Arrival and Departure Policy***

The following guidelines will be followed to ensure the safe and comfortable arrival of your child:

Children must be accompanied into the Center by an adult.

- The adult must swipe in at the front desk.
- Children must be accompanied into the Center by an adult. The adult must accompany the child into the classroom and make eye contact with the child’s teacher. The teacher on duty will check each child upon arrival.
- A child will not be admitted into the Center if circumstances outlined under the Communicable Disease Policy are evident.
- Please remain in the room with your child until he or she is comfortable, especially at the beginning of each semester.
- Please do not leave a child in the Muscle Room or outside the classroom unaccompanied.
- The Campus family member must swipe the child out daily. If for any reason your child is to leave with someone other than the Campus family member, a written request or email must be submitted to the classroom teacher or manager. A photo identification will be requested. Children cannot be released to anyone under the age of 18. This policy is for the protection of you and your child.

***Staff/Child Ratios***

The Children’s Center maintains the following staff/child ratios and group size:

<u>Age Group</u>	<u>Staff/Child Ratios</u>	<u>Maximum Group Size</u>
3 to 17 months	1 - 4	7
18 to 36 months	1 - 6	10
3 to 5 years	1 - 10	16

***Child Assessments***

It is our practice to continually assess your child’s progress here at the Center, to better understand your child and to help reach his/her full potential. Assessments are done both informally and formally. Informal assessments are notes taken from your child’s teacher throughout the day, charting any progress, or changes in development, and kept in the child’s portfolio. Other documentation may include pictures drawn, worksheets completed, photos of development and other forms of art work. At the end of every semester a formal assessment is completed based on the observations and documentation throughout the semester. The formal assessment covers social-emotional, physical, language, cognitive, literacy, mathematics, science and technology, social studies and the arts. This information will be shared with parents at scheduled Parent/Teacher Conferences. Please note; teachers are in constant communication with parents and are always willing to set up a private meeting

in addition to the Parent/Teacher Conferences.

### ***Developmental and Educational Goals***

In our program we like to work with parents to establish a written developmental and educational goal for each child. Teachers will discuss this process at orientation. Progress on these goals will be discussed at Parent/Teacher Conferences.

### ***Center and Classroom Orientation and Transition***

An Open House and Orientation is held before the start of each semester for new and returning families. This is a time for your child to meet or get reacquainted with classroom staff and peers, and for families to review the Center policies and procedures with the Center manager. Orientation is mandatory to help children transition into the program.

Children are enrolled in classrooms at the beginning of each semester, according to their birthdates. Children typically do not change classrooms during a semester. When a child who is currently enrolled in a classroom will be changing classrooms for the following semester, the child's current teachers will develop a Transition Plan to help the child transition within the program. The plan will include visits to the new classroom. The current teacher will accompany the child for these visits to help him/her become familiar with the routines, children and teachers in the new classroom. The Transition Plan will also include time for the child's family member(s) to meet the new teachers, and to state goals they have for a child in the new classroom. When a child is leaving the program, or moving on to kindergarten, the teachers will prepare your child for this next phase. A kindergarten preparation packet will be handed out, and transition activities will be done with the child and class. Please let us know if you are not planning to return to the Center, so we can adequately prepare your child.

### ***Records Release Transfer***

A parent may request to have their child's records/portfolio transferred to another school upon request. The Children's Center does not automatically do this when a child exits the program. The parent must first complete the Records Release/Family Consent form, which the Center Manager will provide for you.

### ***Procedure for Children Not Picked up at Designated Time***

Please notify the Center immediately when an emergency situation prevents you from picking up your child at the scheduled time. If a child is not picked up at the contracted time, the Center has not been notified, an attempt is made to contact the parent at the designated phone number, the Center will then notify the emergency contacts listed by the parent. If an emergency contact person cannot be reached within ½ hour, or if they refuse to pick up the child, the Center manager will contact the Assistant Dean of Students and Campus Security.

Staff will remain with the child for 1 hour. If the child is not picked up during this time, the Delhi Police Department will be contacted to arrange for care of the child and to locate the parent. Please note, this would be a rare response, as most children are picked up on time by their parent or the next person on the emergency contact list. All attempts to contact the parent are exhausted before contacting campus security.

### ***Napping/Resting***

All toddlers and preschoolers will be assigned a cot if they are enrolled during the designated nap times. Children will be provided with a blanket for their personal use that will not be shared with other children. The blankets will be stored separately when not in use. Children may bring in a stuffed toy to use at nap time.

All infants will be assigned a crib for their use only on the day they are enrolled. Infants may use a swaddle blanket when napping. Nothing else can be in the crib while an infant is sleeping. Infants will be laid to sleep on their backs until they are physically able to roll over on their own.

A staff member will always be present in the room when an infant, toddler or preschooler is napping.

### ***School Closings***

The Center follows the same delays and closings as Mount St. Joseph University. If the University is closed or on a delay, so is the Children's Center. If the University is on a delay until at 10am, the Center will not open until 9:50am.

### ***Staff***

Positive interactions between staff and children, and staff and families are important. Each member of The Children's Center staff is considered a professional with the training and experience to offer the best quality care available to you and your child. Our staff is nurturing and caring, providing a warm and positive relationship that will help your child develop a sense of trust and security. Each staff member is trained in First Aid, Management of Communicable Disease, Child Abuse and Neglect Recognition, and CPR for Infants and Young Children. Staff members participate in additional ongoing child development training on a variety of topics geared to the age of the children in their care. Classroom staff are supervised by the Center manager. The Center utilizes University work-study students. We also cooperate with the Departments of Education, Physical Therapy, Psychology and Physician Assistant Program, by scheduling times for students to do observations or student teaching experiences in the Center. These students will always be under the supervision of Center staff.

### ***Safety Policies***

Your child's safety is our first and foremost concern. The following guidelines will be followed at all times in the Children's Center:

- No child will be left alone or unsupervised.
- Children will not go outside if the temperature is below 28 degrees F or above 90 degrees F.
- Indoor large muscle play will be provided on those severe weather days.
- Spray aerosols shall not be used at any time when children are present.
- Staff will have immediate access to adult family members at all times via class schedule and emergency cards with phone numbers.
- Qualified teachers trained in CPR, First Aid, and Communicable Disease Recognition will be present throughout the program day.
- Children do not participate in swimming activities while at the Center. Supervised water play activities are available occasionally.
- Hamilton County Children's Services will be notified when staff suspect child abuse or neglect. If a family member or a staff member suspects abuse by a Center employee, the same procedure will be followed.
- In case of an emergency 911 will be called, and if necessary, your child will be transported to the hospital. We will contact you immediately. If you are not available, a staff member will accompany your child. Staff will not transport children under any circumstances.

An ***Incident Report*** will be completed for the following reasons:

- Illness, accident, injury which requires first aid treatment.
- Bump or blow to the head.
- Emergency transporting.
- Unusual or unexpected event which jeopardizes the safety of children or staff.

Two copies will be made; one for the office and one for the family member. The family member will receive the report on the day of the incident. Family members will be contacted immediately if more than basic first aid is required.

### ***General Emergency Plan***

Medical, Dental and General Emergency Plans will be posted in each classroom near the telephone. Teachers and office staff will direct children to their designated shelter spots at the sound of the alarm

and will take the attendance sheets. The fire evacuation site is the tennis courts. The severe weather evacuation site is the Women's Restroom on the lower level of the Harrington Center.

In the event of threats to safety due to environmental situations, threats of violence, loss of power, heat or water for long periods of time, campus family members shall be notified immediately if communication is available. If the Harrington Center needs to be evacuated, everyone will meet in Seton Center. Teachers will identify evacuation and alert plans to all classroom substitutes.

Teachers will be familiar with both primary and secondary fire evacuation routes.

Unannounced fire drills will be held monthly and a record will be maintained in the office. Tornado drills and lockdowns are also practiced quarterly.

If the evacuated building cannot be re-entered, adult family members will be contacted and children will be released to them.

### ***Outdoor Play Policy***

The Center schedules outdoor play daily for toddlers and preschool children who are in attendance for more than 4 hours. Outdoor play can include; the outdoor playground, campus walks, the tennis courts, or under the covered patio in the event of rain.

If the weather is too cold with ice, heavy rain, frigid cold temperatures, extreme heat, or humidity for safe outdoor play, the children will then be scheduled for indoor play. Indoor play may include; the Center Muscle Room, the indoor walking track, the racquet ball courts, or one of the basketball gym floors.

### ***Family Participation***

Families are welcome to visit the Center at any time during regular hours of operation for the purpose of interacting with their child, evaluating the care provided by the staff, or evaluating the premises. You may also spend time observing your child through the windows of the classrooms or join your child's classroom for lunch or snack. Special activities and group meetings for families will be scheduled throughout the school year. Written notification of such events will be posted.

A parent of a child enrolled in the Center who is not the child's residential parent shall be permitted unlimited access to the Center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Copies of this documentation must be kept on file in the Center office.

Upon entering the Center, the parent or guardian shall notify the manager of their presence.

***Parent Involvement*** - Parents are welcome to visit their child's classroom and read, do an art project, or share any family cultural traditions or personal hobbies. Parent involvement is welcome, and encouraged. If parents would like to visit a classroom, please discuss with the classroom teacher.

***Parent/Teacher Conferences*** - will be held twice a year. Families and teachers have the option of scheduling additional conferences as necessary. Teachers are available for short conversations throughout the day; however you may want to schedule an appointment for longer blocks of time. Teachers communicate frequently with parents through monthly newsletters, emails, Shutter fly, posted information and verbal conversations. Teachers will always answer emails or arrange phone conversations with parents if requested.

A roster is available on request with the names and phone numbers of all adult family members.

### ***Family/Staff Concerns***

The staff of the Children's Center will strive to make your child's enrollment a pleasurable experience for both you and your child. However; if you have a concern or a problem that you are not comfortable discussing with your child's teacher, or if you have discussed it with the classroom staff but aren't satisfied, or if you are a Center staff member; please contact the manager. She will discuss the issue with you immediately or schedule an appointment with you.

### ***Toys from Home***

Sometimes children find great comfort in bringing things from home to share with their friends. However, families should consult with the classroom teachers as to the desirability and safety of certain articles. Please do not let children bring candy, chewing gum, toy weapons, action figures, money, etc. to school. Any objects that come from home should be small enough to fit in the child's cubby. A



favorite blanket, doll or stuffed animal for naptime would be appropriate. The preschool room has special “show and tell” days too when children can bring in toys from home.

### ***Birthdays, Holidays and Special Occasions***

Children enjoy sharing special occasions with their peers, and we encourage the celebration of birthdays and other special occasions. We do ask that such observances be kept very simple and that they respect a diversity of cultures. Please consult with your child’s teachers ahead of time for suggestions, and if there are any children with food allergies or dietary restrictions in the classroom.

### ***Clothing***

Children should wear comfortable, washable play clothes. Your child will be painting and doing messy things. Shoes should have rubber soles and closed toes. Dress your child appropriately for the weather as each classroom will go outside every day. Please keep a full change of clothing in your child’s cubby. All clothing must be labeled with your child’s name, including socks, coats, and shoes. Please be sure shoes fit your child and are not too large or too small.

### ***Sharing Information***

Children are affected by events occurring in the home. Because they may not report facts accurately, if at all, it is important for home and school to share information. The staff can be of comfort to a troubled child if they know what they are dealing with. Such events in the home might include: Illness or hospitalization of the child or other family member, moving plans, birth, death, parent separation, visitors, or any other events that might cause stress, tension, or changes to the family.

### ***Discipline Policy***

All children need help learning to manage their behavior at times. Appropriate behavior in children is encouraged by staff who model courtesy and respectfulness. With help from their teachers, children practice non-violent forms of conflict management and resolution. In addition, children are allowed to learn from their mistakes. Staff will not use physical punishment or other negative discipline methods that hurt, frighten or humiliate children. Time out will not be used nor will your child be threatened or labeled “bad”. Instead, the staff will use positive approaches to help children behave constructively. The ultimate goal of discipline is self-control, making it possible to direct one’s own behavior in the end. The role of the Center staff is to help children take steps toward responsible self-direction as they are ready. Fundamental to this process is the child’s feeling about himself. We want each child to feel accepted and successful. Teachers will:

- Set up the environment to prevent discipline problems from occurring. Redirect the child to an appropriate activity.
- Establish ground rules and set clear limits that are reasonable and clear, and established for the child’s safety or to protect the rights of others.
- Reinforce appropriate behavior, and model desired behavior.
- Stop inappropriate behavior.
- Never force a child to apologize or explain their behavior, but rather help children recognize another child’s feelings.
- Use positive guidance techniques such as logical consequences of action, redirection, and supportive feelings. Show children positive alternatives.
- Encourage children to control their own behavior, cooperating with others and solving problems by talking things out.
- Inappropriate behavior will be limited when children:

Infringe on the rights of others, endanger themselves or others, misuse materials or equipment, break the ground rules.

***Chronic Discipline Problems*** - We will respond to children with chronic problems by: Enlisting parent cooperation and assistance as intervention plans are designed and carried out. Any behavior management plan will be in writing and signed by the parent/guardian and the teachers involved. A referral plan will be written by the Center manager and the child's teachers. Consulting outside professionals for diagnoses if necessary. We expect all persons (staff and family members), while they are in The Children's Center, to adhere to the Discipline Policy as stated above. Our goal is to provide an environment where every individual can feel safe and secure.

### ***Dismissal***

The Center reserves the right to dismiss a child from the program at the discretion of the Center Manager, if it is in the best interest of the Center and the child to do so, and all of the above attempts have been exhausted. Grounds for dismissal include, but are not limited to:

- A child's behavior becomes too challenging for the classroom teachers, and measures to control the child take time and attention away from the other children.
- When a child is violent and physically harming the other children and/or teachers on a consistent basis.
- Child care tuition is not being paid after repeated warnings from the fiscal department or Center manager.

### ***Communicable Disease Policy***

Children in attendance are expected to be healthy enough to fully participate in the program day, including active indoor and outdoor play. Children who are sick or mildly ill cannot be admitted to the Center. If signs or symptoms listed below should occur, the child will be isolated and the family member contacted immediately.

- Diarrhea (three or more abnormally loose stool within 24 hours)
- Vomiting more than once, or when accompanied by any other symptom of illness
- 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 (puss), discharge, matted eyelashes, burning, itching or eye pain.
- A temperature of 100F (auxiliary method using digital thermometer) in combination with other symptoms.
- Untreated infected skin patches or unidentified rashes or spots.
- Stiff neck with an elevated temperature.
- Unusually dark urine and/or gray or white stool
- Evidence of untreated lice, scabies or other parasitic infestation
- Unusually sore throat or difficulty swallowing.

A child who is isolated for any of the above symptoms shall be within sight and hearing of an adult at all times; and shall be cared for in another room or portion of a room away from other children. The child's cot will be disinfected, and the blanket and pillow will be returned to parent to be washed.

Children who become ill during the day are to be released within thirty minutes to the family member or designated other. Parents will be called on their cell phone, or found in their classroom. Children may return to the Center after:

- They are symptom free for 24 hours and/or they have had medical attention.

- They have maintained a normal temperature for 24 hours without the use of fever reducing drugs.

**Administration of Medicine** - Prescriptive and non-prescriptive medications are administered only when the proper medical administration paperwork has been completed. The family member must complete JFS form 01217, Medical Administration form, which they can get from the Center Manager. Oral medications will be stored in a labeled container in the refrigerator, or classroom cupboard, and will be administered by the classroom teacher, after the proper training has occurred. Topical medications such as diaper rash ointment, lotions and sunscreens will be stored in the child's classroom and administered by the classroom staff. If your child has a medical history that may require emergency treatment (asthma, bee stings, etc.) a Medical Health Care Plan form must be completed by the parent and the appropriate training given to all staff members in the child's classroom.

Staff will notify parents of any childhood disease that may be communicated to another child by posting a fact sheet and note about the disease on the classroom door. A communicable disease chart is posted in the kitchen for staff and families to use as a resource.

To prevent the spread of infection:

- All staff will be trained in recognizing signs and symptoms of illness and in proper hand washing and disinfecting procedures.
- Staff who are ill will remain at home and qualified substitutes will be engaged to work their scheduled hours.

Family members are expected to call the Center the first day of their child's absence to report the cause of the absence, or to alert the teacher ahead of time for a planned absence.

To report an absence, please call the classroom # 513-244-4720. You can leave a voicemail 24/7.

### **Community Resources**

Having support when raising a child is critical. The Cincinnati and Tri-State area has many resources available for families. The Mount St. Joseph University campus also has many free resources for student parents to utilize. The Parent Information Table located in the entry way to the Center, has many handouts with information on community resources. Relevant articles on parenting are also available. If you have a specific need, and you are unable to find information, please contact the Center manager and help will be provided.

**The Wellness Center** – The Wellness Center is located in the Harrington Building behind the Children's Center. Counseling and health services are available to all enrolled students at the Mount. Please look for specific hours and services offered on the handout located on the Parent Information table, or go to the Mount website under Student Affairs. A complete list of Cincinnati and the Tri-State Community & Social Resources is also available on the Parent Information table.

### **Nutrition Policy**

Each family is responsible for providing all the food that your child may need during the day. This may include breakfast, lunch and snacks. All food must be clearly labeled with your child's name, including bottles and baby food. Lunches must be labeled "Lunch" and snacks "Snack". Perishable food must be stored in the refrigerators in the kitchen or Infant Room.

The Children's Center does provide milk for children at lunch time. The Center does provide back-up food if a child does not have sufficient food for the day. Please let the Center Manager know if providing enough food is ever an issue. Information is available on the Parent Table about the Mount's food assistance program as well.

Each Toddler and Preschool child who will be in the Center for lunch, must bring a lunch from home. Please put your child's lunch and snack on the proper shelf in the refrigerator in the kitchen.

Mealtime should be a pleasant social, learning time for the children. It should also promote good nutrition habits. To make this a good experience for your child:

- Pack healthy food, ready to eat. The less we have to handle and prepare food, the less likely the food will become exposed to bacteria.
- We will heat baby bottles in the bottle warmer (not the microwave), and prepare infant cereal.

- We cannot prepare infant formula.
- The Toddler and Preschool classrooms do not have access to the microwave. Please do not pack food that needs to be heated such as soup.
- Opened perishable food items cannot be saved unless they are in re-sealable containers. Half-eaten pudding cups or yogurt must be discarded. Several smaller servings may be more appropriate than a few large ones.
- Pack extra snack items if your child will be in the Center all day.
- Please provide the proper utensils your child will need for his or her meal. We will return them unwashed in the lunchbox.
- Food Supplements or modified diets will be followed. The family member must complete JFS form 01217, and the child's physician must also complete the appropriate section. The family member must also supply the supplements and food.
- Supplements and food must be labeled with child's name and date.
- Children wash their hands before eating and may assist with lunch preparation and clean-up.
- Children sit together with a teacher during meals and snacks. Mealtime is a relaxed, enjoyable time. Children are not forced to eat but are encouraged to try all items that are packed. Food is never held back from children. We model good table manners such as "please", and "thank you," and the children are encouraged, but not forced, to do the same. You are always invited to have lunch with us. Please notify your child's teacher so we can set a place for you, and please follow the same nutritional guidelines for your own meal.
- Please notify teaching staff if your child has any food allergies or restrictions.

### ***Nutritional Requirements***

"Any child who is in attendance at the center entirely between the hours of eleven AM and one-thirty PM inclusively, shall be served a meal which constitutes one-third of the child's recommended daily dietary allowances. The meal shall include, at a minimum, one food from the meat/meat-equivalent group, the bread/bread-alternatives group, the milk group, and two foods from the fruit/vegetable group."

Child Day Care Center Licensing Rules,  
Ohio Department of Job and Family Services

#### 1 – 3 Years Old

Lunch Portion Sizes

½ cup milk  
Meat or meat alternative (1 oz. Meat, poultry, cheese, *or* 1 egg, *or* 1 Tbs. Peanut butter, *or* ¼ cup cooked dry beans or peas)  
¼ cup vegetable or fruit  
¼ cup vegetable or fruit  
½ slice bread or bread alternative

Snack Portion Sizes  
(Select two/snack)

½ cup milk  
½ oz. Meat or meat alternative  
½ slice bread or bread alternative  
¼ cup vegetable or fruit

#### 3 – 5 Years Old

Lunch Portion Size

¾ cup milk  
Meat or meat alternative (1½ oz meat, poultry, cheese, *or* 1 egg, *or* 3/8 cup cooked dry beans or peas, *or* 3 TBS. Peanut Butter *or* ¾ oz. Nuts or seeds.)  
½ cup vegetable or fruit  
½ cup vegetable or fruit  
½ slice bread or bread alternative

Snack Portion Sizes

½ cup milk

(Select two/snack)                      ½ oz. Meat or meat alternative  
    ½ slice bread or bread alternative  
    ½ cup vegetable or fruit

Please do NOT include candy or cookies in your child's lunch.  
We will provide milk for lunch for Toddlers and Preschoolers.

### ***Sample Schedules:***

#### ***Infant Room***

Caregivers in the Infant Room will work with families to follow as closely as possible each individual child's schedule for eating, sleeping and diapering. Young infants eat and sleep on demand, and diapers are changed every 2 to 2 ½ hours or as necessary. As children begin the transition into the Toddler Room, staff will work with family members to begin following the Toddler schedule. Infants go outside every day, weather permitting. Please provide appropriate clothing.

Infants are provided with age appropriate toys and equipment that will stimulate them and help them develop. Infants will be sung to, read to, cuddled and provided with age appropriate activities throughout the day.

***Nursing Mothers*** – Mothers who wish to breastfeed their child may do so in the crib area in the Infant room, or the back supply room. There is an outlet and table in the supply room if needed to pump.

#### ***Toddler Room***

7:45 Arrival; Wash hands/Bathroom/Breakfast/Free play  
9:00 Music/Singing/Dance  
9:30 Storytime/Art Activities  
9:45 Group time/Felt Stories  
10:00 Outside Play/Gym  
10:45 Large Muscle Room  
11:30 Group Time/Music/Story  
11:45 Lunch  
12:30 Diaper Check/Toileting/Naptime/Quiet Activities  
1:45 Muscle Room  
2:30 Snack  
3:00 Diaper Check/Toileting/Free play  
3:30 Muscle Room/Outside

#### ***Preschool Room***

7:45 Arrival; wash hands, breakfast, bathroom, table time activities  
9:00 Gross motor: muscle room or playground.  
9:30 Circle Time/Question of the Day/Calendar/Jobs  
10:00 Morning Snack/Clean Tables  
10:15 Choice Time/Small Group  
11:00 Outside  
11:30 Storytime  
12:00 Lunch  
1:00 Naptime  
3:00 Bathroom/Snack  
3:30 Choice Time/Small Group  
4:00 Storytime  
4:15 Choice Time/Outdoor/Muscle Room

### ***Curriculum/Lesson Plans***

Teachers are responsible for planning developmentally appropriate curriculum to align with the Ohio Learning and Development Standards using Creative Curriculum as a guide. Lesson plans are posted in each classroom, and you are encouraged to read them so you know what your child is learning during the day. Your child's teacher will show you where they are located in the classroom at orientation. The curriculum provides for all areas of a child's development, including physical, social, emotional and cognitive, through an integrated and interactive approach through learning. Children learn through play, experimenting, exploring and self-discovery. Our classroom learning centers focus on language, fine motor skills, dramatic play, math, science and nature, art, music, and large motor skills.

### **Appendix C to rule 5101:2-12-07 5101:2-12-07**

#### ***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>

***Welcome to the Children's Center and thank you for trusting us to care for your child. Let us know if you ever need anything. We are here to support you.***

***Kinds Regards,  
The Children's Center Staff***









