



Schein Bright Academy, LTD
Childcare Center Family Handbook
(updated 7/28/15)

**Schein Bright Academy
14120 Zion Rd.
Thornville, Ohio 43076**

Center #: (740) 242-5030

**Owner: Elizabeth Schein
Administrator: Amy Cyrus**

Welcome to Schein Bright Academy childcare center. This handbook will provide you with information regarding the childcare programs. It is very important that you read the information and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about Schein Bright Academy.

Philosophy and Goals

Schein Bright Academy childcare center was established to provide a fun, safe, loving, Christian environment for children from 6 weeks to School Age. We strive to provide each child with opportunities for physical, social, academic, and emotional growth through a variety of experiences. Children will be encouraged to learn and explore through play, in areas that are of interest to them. They will also be provided with opportunities for more structured adult directed lessons. We are pleased that you have chosen to include us in the growth and development of your child.

Licensing

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to look at this information.

Admissions

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms availability of space, and all required paperwork is received. This includes basic enrollment and health information. Any change in this information needs to be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner must be turned in within 30 days of admission. This must be updated every 13 months.

Days and Hours of Operation

The center will be open Monday thru Friday from 6:30a.m. To 6:30 p.m. A late fee of \$5 for every 15 minutes late will be charged if a child is not picked up by closing time. The center will close to observe the following holidays: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and the day after Christmas, and New Year's Eve. Full tuition is due for the weeks in which these fall, as staff is given these as paid holidays.

Staff/Child Ratios and Maximum Group Size

Schein Bright Academy will not exceed the following state required ratios:

1:5 or 2:12	Infants (0-12 months)
1:6 or 2:12	Infants (12-18 months)
1:7	Toddlers (18-30 months)
1:8	Toddlers (30-36 months)
1:12	Preschoolers (3-4 years)
1:14	Preschoolers (4 years until eligible for Kindergarten)
1:18	School-agers (eligible for school)

Ratios for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly and enough staff is on the premises to maintain ratios if there is an emergency.

The maximum group sizes are as follows:

12	Infants
14	Toddlers (18-30 months)
16	2 ½ -3 year olds
24	3 year olds
28	4-5 year olds
36	School Age children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play, or special activities.

Daily Schedules

The children's daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the children. We want them to view Schein Bright Academy as a safe and comforting place, where they know what to expect and when to expect it.

A Typical Infant Class Schedule

Infants will have a flexible schedule to reflect their individual needs. Each child will be fed when he/she is hungry, changed when he/she is wet or soiled, and placed down for a nap when he/she is tired. Infants who are not mobile will be placed in different positions throughout the day. Children who are becoming mobile will have a clean, safe place to practice crawling, cruising and walking. All children will receive individual attention including lots of time for talking, cuddling, tummy time, and playing with a wide variety of safe toys and objects.

Typical Infant Schedule:

6:30	Arrival/cuddling time
7:30	Breakfast
8:00	Diaper changing
8:15	Tummy Time/Read Books
9:00	Music time- songs, musical instruments, listen to music
9:30	Outdoor Play/Gross Motor
9:45	Wash hands/Diaper Checks/ Toileting
10:15	Play games (peek-a-boo, hide-n-seek toys, pat-a-cake)
11:00	Lunch
11:30	Diaper changing
12:00	Naptime
2:00	Snack/Feeding
2:30	Diaper Changing
2:45	Outdoor Play
3:00	Wash Hands/Sing Songs
3:30	Tummy Time
4:30	Diaper Changing
5:00	Snack/Feeding
5:30	Play games

A typical toddler day would include:

6:30-9:00	Supervised free choice time
7:30-8:00	Breakfast
8:30	Diaper checks/Bathroom break
9:00-9:45	Group activities: Circle time, teacher facilitated activities
9:45-10:15	Outdoor Play/Gross Motor
10:15-10:30	Wash hands/Diaper Checks/ Toileting
10:30-11:00	Individual/Group Activities
11:00-11:30	Wash hands/ Lunch
11:30-12:00	Clean up/ Diaper Checks & Toileting/ Stories
12:00-2:00	Naptime
2:00	Diaper Checks/Toileting/ individual activities as wake up
2:30-3:00	Art/Sensory
3:00-3:30	Outdoor Play
3:30-4:00	Wash Hands/Self-initiated snack
4:00-4:30	Diaper Checks/Toileting/self-selected activities
4:30-6:30	Supervised Free Choice

Typical Preschoolers (3/4 year olds) Day would include:

6:30-7:30	Free choice time
7:30-8:00	wash hands/breakfast
8:00 -8:45	Restroom break/ table activities
8:45-9:15	Circle time/Group activities
9:15-10:00	Learning stations
10:00-10:15	Restroom Break
10:15-10:45	Outdoor play/Gross Motor
10:45-11:15	Music/Movement
11:15-11:30	Wash hands for lunch/recall or sharing time
11:30-12:00	Lunch
12:00-12:30	Restroom Break/Story time
12:30-2:30	Rest time
2:30-3:00	Restroom Break/individual table activities
3:00-3:30	Outdoor play/Gross Motor
3:30-4:00	Snack
4:00-4:30	Planned activities- art, science, math
4:30-6:30	Free choice until departure

A Typical Before/After School Age Schedule will include:

6:30-7:30	Quiet Activities (games, drawing, reading, puzzles, resting if still tired)
7:30-8:00	Breakfast
8:00-8:40	Reading aloud/quiet activities
8:40-8:50	Clean up morning activities/prepare for school (For Breaks/Summer)
8:40	Good Morning Circle *group discussion for new activity ideas; describe plans for the day (activity options)
9:00	Open Centers
9:45	Outdoor Play/Gross Motor
10:30	Music Time
11:00	Story/Reading Time
11:30	Wash hands for lunch
11:45	Lunch
12:30	Outside Play
1:30	Games/Puzzles/Reading
2:30	Art/Science projects
3:15	Group Activity/Game/ Open Centers
3:55-4:20	Children arrive from school, put away belongings Outside Play
4:20-5:00	Homework/Snack
5:00-6:00	Interest Areas/Activities/Homework
6:00-6:30	Clean up interest areas and activities, Play group game

Tuition/Fees and Payment Policies

Full Time (weekly basis): The fee for families paying the full time weekly rate is due the Friday prior of the week childcare is provided. If the payment is not received by Monday the account will be considered delinquent (see delinquent payments below). In the event of illness, full payment is expected, except for an extended illness. An extended illness is considered to be an illness that will keep the child out of the center for more than 5 consecutive days with a doctor's note. Half tuition is required for extended illness to maintain the child's space.

AGE GROUP	FULL TIME (4-5 DAYS)	PART TIME (1-3 DAYS)
INFANTS (0-18M)	\$170	\$125
TODDLERS (18M-3Y)	\$160	\$120
PRESCHOOL (3Y)	\$160	\$120
PRE-K (4-5Y)	\$150	\$115
BEFORE/AFTER SCHOOLAGE	\$80 Thornville \$10 SNOW DAY FEE	\$60 Thornville \$10 SNOW DAY FEE
SUMMER/BREAKS SCHOOLAGE	\$150	\$115
9:15-3:15 Pre-K (M-F) follows Northern Local school schedule	\$75 + pack lunch	2 days- \$40 3 days- \$60 + pack lunch
**There is a 10% discount for sibling groups, except 9:15-3:15 Pre-K		
There is a daily rate available upon request, providing there is space available.		
FEE INCREASE EFFECTIVE AS OF JANUARY 1, 2016		
A \$10 snow day fee will be implemented starting with school year 2015/16. This fee applies for each day your child attends on a snow day.		

All checks are to be made out to *Schein Bright Academy, LTD.*
 All checks are to be placed in the administrator's mail box. Our tax id # is available upon request.

Vacations: The center must be notified two weeks in advance of scheduled vacations (if possible). Each child is granted 1 free vacation day per day child is normally scheduled to attend, up to 5 days (after 6 months attendance). These may be used individually or for an entire week. If the child is on vacation longer than 5 days, the full tuition will be charged after the first 5 days.

Holidays: Full tuition is due any weeks that include holidays. Staff receives these as paid holidays.

Registration Fees: An annual, non-refundable registration fee of \$30 is charged per family. A child is not considered enrolled until the registration fee is received.

Delinquent Accounts/Returned Checks: A fee of \$5 per day will be charged if payment is not received by designated day (see above). A \$30 fee will be charged for any returned checks due to insufficient funds. The parent will be required to pay in cash until all account balances are settled.

Late Pick Up Charges: If a parent realizes that circumstances beyond their control are going to delay them from picking up their child, a phone call is requested. This is important because many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$5 every 15 minutes late per child will be charged after 6:35 p.m. Please remember our staff members are anxious to get home to their families on time.

Withdrawals: Parents wishing to withdrawal their child may do so at any time. A one week notice, in writing, is appreciated.

Inclement Weather: On rare occasions, it may be necessary to close the center due to weather conditions.

Plan of Action for Snow Emergencies:

Level 1: Open

Level 2: We will do our best to be here, have a backup plan in place. We will make a decision by 5 a.m.

Level 3: CLOSED

After 5 a.m.:

Watch Channel 10 for closing announcement.

Check Facebook for posting.

Phone Chain will start from classroom teachers

On these occasions, regular payment is expected.

Supervision Policy:

A major responsibility of the staff is to ensure the health and safety of the children entrusted into our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

Arrival/Departure: Parents are required to bring their child into the classroom and sign the child in on the sign in sheet by the door.

Any special messages, medications, special pick up notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance or allowed to come in the building on their own. Staff must be made aware of the child's presence before the parent departs. At the time of pick up, parents are asked to sign the child out on the sign in sheet by the classroom door. Parents are also asked to make contact with the teacher to ensure that they know the child has been picked up. Parents are responsible for their child's supervision prior to sign in and after signing them out. No child is permitted to be passed over the playground fence for drop off or pick up. Children should be accompanied by an adult any time they are entering the parking area, due to high traffic volume and for the safety of the child.

Supervision of Infants/Toddlers/Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in an area of the room not in use. They will be within sight and hearing of staff member.

Supervision of School Age Children: School Age children may run errands inside the building without adult supervision.

For School Age children who are attending before/after school care: If the child will not be returning from school to the center as normally scheduled, parents should call the center to let them know or let the teacher or administrator know at drop off. This way staff will know if we are not expecting the child. If we are expecting a child to arrive from school and they do not, we will contact parents to find out the situation.

School Delays/Cancellations: The center will operate and accommodate school age children when school is delayed or canceled, provided the weather is not so severe we are forced to close. An extra fee of \$10 per day will be charged per school age child attending on Snow Days. This is to help cover the extra cost of staff and food.

Release of a Child: Staff will only release children to persons on the release form provided by parents. If an emergency arises, parents must provide a written, signed note giving the person permission to pick up their child. Staff will check ID's of anyone they do not recognize. Please let people know ahead of time so that they have their picture ID available and so they are not offended. The children's safety is our priority!! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements: If there is a custody issue involved with your child, you must provide the center with court papers indicating who has permission to pick up your child. The center may not deny a parent access to their child without proper documentation.

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

Transitions

- Transitioning into Schein Bright Academy each family will receive a tour of the building and playground. They will also get information about pricing and enrollment. Once the family has decided to enroll they will receive a folder from the classroom they will be assigned to. In the folder will be a bio of the teachers, supply list, and any other form that classroom needs. Before the child's first day they will have an assigned cubby and cot/ crib.

- Transitioning with-in the program, the parents and child will both have the opportunity to meet the new teachers and ask any questions they might have. Parents will be notified 2 weeks prior to transition to the next classroom. As part of the transition, staff will develop a transition plan. This plan will include a beginning and ending date of the transitioning period, as well as a transition schedule. The plan will be signed by the parent. They will receive an informational folder about the classroom which will include teacher bios, supply list, and any other form that classroom needs. The child will have a one to two week transition period to go back and forth between the classrooms if needed. Before the child starts to transition they child will be assigned a cubby and cot in the new classroom.

<ul style="list-style-type: none"> ➤ Infant to Toddler Transitions shortly after turning 18 months old. 	<ul style="list-style-type: none"> ➤ The child begins to move from a crib to a cot. ➤ The child begins to adjust feeding and nap schedule to match the toddler schedule. ➤ A folder for new classroom and cubby and cot in the new classroom.
<ul style="list-style-type: none"> ➤ Toddler to Preschool Transition around the age of three. 	<ul style="list-style-type: none"> ➤ Start to become more independent in toilet habits, hand washing, putting own shoes and socks on... ➤ Introduction to new

	<p>teacher through help in toilet training.</p> <ul style="list-style-type: none"> ➤ A folder for new classroom, a cubby and cot in new classroom.
<ul style="list-style-type: none"> ➤ Preschool to Pre-K Transition at age 4 or beginning of school year prior to Kindergarten. 	<ul style="list-style-type: none"> ➤ A folder for new classroom, a cubby and cot in new classroom.
<ul style="list-style-type: none"> ➤ Pre-K to School Age Transition at the start of Kindergarten. 	<ul style="list-style-type: none"> ➤ Visit to Thornville Elementary Kindergarten ➤ Shorter naptime. ➤ A folder for new classroom, and a cubby in new classroom.

- We hate to see children leave Schein Bright Academy but sometimes the needs of the families serve change. In these cases we try to prepare the child by talking with them about what is going to happen. We give the children in class a chance to say good-bye by making cards or pictures. The teachers make sure the child is prepared by gathering all of the child’s things including portfolio, art work, pictures, and personal belongings.

Fieldtrips/Transportation of Children:

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

Fieldtrips: We may take periodic field trips. The center will use provider vehicle(s) as mode of transportation for fieldtrips. Any driver on a field trip will be authorized by the center through providing proof of currently valid drivers license, be at least 18 years of age, and be free from the influence of any substance which could impair driving. A staff member with first aid, CPR, and communicable disease training will be present on all field trips. Before departing the center a count will be taken of all

children attending the field trip, and they will be marked on a separate attendance sheet, specifically created for the fieldtrip. Upon arrival at the destination, another count will be taken to ensure that all children arrived safely. This process will be repeated when leaving the destination and returning to the center. During the fieldtrip, staff members will have specific children they are responsible for supervising. Head counts will be taken and documented during the fieldtrip. Before any child participates in a fieldtrip, the center will obtain written permission from the parent or guardian.

Field Trip Participation: Children must have signed permission slip and paid fees in order to participate in field trip activities. Any field trip fees must be paid prior to your child attending. Children requiring car seats or booster seats, these need to be left up front for the child on the day of the field trip. If a child that requires a car seat does not have one left here by the parent, that child will not be able to participate in the field trip that day. Children should also be dropped off and picked up at the center prior to the field trip and after we return if they want to participate. This is so staff and transportation can account for each child's attendance.

Routine Walking Trips: Parents will be asked to sign written permission slips prior to children participating in routine walking trips (for example: playground beside center). This permission slip will need updated annually. A second adult will be available for every 5 infants, every 7 toddlers/preschoolers, and every 10 school agers.

Swimming Information:

At the Center: The children will be provided with water play opportunities at the center. These may include water sprinklers and small wading pools (less than 24 inches deep). Parents will be asked to sign written permission slips prior to children engaging in water play with standing water. Please remember to send bathing suits, towels, and sunscreen for your child. Sunscreen must also have a medication form completed for it. If your child burns

easily, please include a lightweight t-shirt that they can wear over their bathing suit.

At the Swimming Pool: Parents will be asked to sign written permission slips prior to children engaging in swimming field trips. Please remember to send bathing suits, towels, and sunscreen for your child. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight t-shirt that they can wear over their bathing suit. Child Care Staff Members must be able to see all parts of the swimming area, including the bottom of the pool. Child Care Staff Members will actively supervise at all times and take periodic head counts and mark on the Field Trip Checklist.

Guidance Policy:

Schein Bright Academy staff believes that helping children to learn self control is very important. Our hope is that children will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with love and respect, they in turn will treat the teachers and other children with love and respect. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting/praising for doing the right thing) and positive redirection (removing a child from an area and giving them another appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child time to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep, or toileting accidents. This discipline policy applies to all staff and parents while at the center.

If a situation arises where a child is consistently endangering themselves, peers, or staff, it may be necessary for disenrollment. Every attempt will be made to work together with the parents and child to correct the behavior. However, the safety of children is

always our first concern. The administrator would be in contact with parents prior to this occurring.

If a child demonstrates behavior that requires frequent “extra attention” from the staff member, we may develop and implement a behavior management plan. This plan would be developed in consultation with parents and would be consistent with the requirements of Rule 5101: 2-12-22.

Biting Policy- Biting occurs for a variety of reasons and is a developmental phase that many children go through. Biting can be as upsetting for the parents as it is for the child.

Schein Bright Academy’s Policy with Biting will be:

- To remove the biter from the other children
- Remind the biter that “biting hurts”
- Watch for ‘triggers’ or ‘crankiness’ that might increase the likelihood of biting. When you notice these behaviors in the biter, place them in a calm play area away from the other children to minimize the chances of biting and help calm them.
- The teacher will shadow the biter as much as possible.
- For children 18 months and older: if they bite 2 times in one day, parents will be called to pick them up.
- For Infants: repeat instances of biting will prompt a discussion between the parents and administrators to discuss ways to discourage behavior.

Meals and Snacks:

Schein Bright Academy provides breakfast from 7:30-8:00 a.m. and an afternoon snack after nap time. Each snack will contain at least 2 nutritional foods. Lunch will be served between 11:30-12:30. Meals and Snacks must meet certain requirements according to the USDA, therefore we suggest that each child eats what they are offered here at the center. If parents choose to pack their child’s lunch, please provide a packed lunch from home that

meets the requirements of the USDA (refer to chart at the end of this handbook).

A menu will be posted each month. Staff members should be aware of any allergies or foods that children in their assigned classroom are not allowed to consume. Parents are responsible for providing an alternative when the child is unable to eat what is on the menu. *Modified diets shall be approved in writing by a licensed physician. If an entire food group is eliminated, the center shall obtain written instructions from a physician on the prescribed form provided by the department. When special diets are required for cultural or religious reasons, the center shall obtain written, dated and signed instructions from the child's parent or guardian.* Please make the administrator aware if there is an issue that we need to accommodate.

General Emergencies:

The center has devised several procedures to follow in the event that an emergency would occur while a child is at the center. In the event of a fire or tornado, staff would follow the written instructions posted in the classroom describing the emergency evacuation routes and procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire our emergency destination would be at the shelter house north of our building. Should we need to close due to weather conditions, or the loss of power, heat, or water to our center, parents will be contacted as soon as possible to come and pick up their child. If a parent can not be reached, emergency contacts listed on your child's enrollment form will be contacted to pick up your child.

In the unlikely event that there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by

the proper authorities, and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

Injuries/Illness:

There is always one staff member present that has received training in First Aid, communicable disease, and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An accident/injury report will be completed, and a copy given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a blow to the head; the child has to be transported by emergency vehicle; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation a report will be available within 24 hours. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or a “serious injury, incident, or illness”. The report will be provided to the licensing staff within 3 days of the incident.

Management of Illnesses:

Schein Bright Academy provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child’s first group care experience, it is possible that they will experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess

their general health. We ask you not to bring a sick child to the center. They will be sent home. Please also plan ahead and have a back up care plan if you are unable to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F- in combination with any other sign of illness
- Diarrhea (more than 3 abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when combined with any other sign of illness
- Sore throat or difficulty swallowing

Any children demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If the child does not feel well enough to participate in center activities the parent will be called to pick up the child. Any time a child is isolated they will be within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

Parents will be notified by a note on the door if their child has been exposed to a communicable illness. Children will be readmitted to

the center after at least 24 hours of being free from fever as well as other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Medications: The center will administer nonprescription topical products/lotions or prescription medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medication will be stored in a designated area inaccessible to children. Medications MAY NOT be stored in a child's cubby or book bag, except for school age children with a special health condition in an emergency.

All topical products/lotions must be in the original container and must have child's full name printed on the container. Any staff member may apply nonprescription topical products or lotions when used as a preventative measure and does not need to be documented. When topical products are being used for skin irritations, such as diaper rash, the center shall apply for no longer than fourteen consecutive days. Topical products being used for skin irritations shall be documented at each application. The Center will have designated individuals who will administer topical products used for skin irritations.

For Prescription Medications, the prescription label must be on the original container and must contain the child's full name, a current date, the exact dosage, and the means of administering the medication. The prescription medication shall not be administered beyond the date indicated by the physician prescribing the medication or for twelve months, whichever comes first.

Administration of each dose of prescription medication will be documented. The center will have designated individuals who will administer prescription medication.

A separate form must be completed for each medication or topical product/lotion. These forms shall be kept on file in the office for one year.

Food supplement or modified diets: The center will not administer food supplements and/or modified diets. If a child needs a modified diet as instructed by a physician, the center will document the food group that needs modified so that the child is not served that food. Parents will have to provide an alternative lunch according to what the menu says is being served.

Outdoor Play:

Research has shown that children stay healthier when they are provided with daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis (as long as weather permits). We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside if the temperature is below 20 degrees or above 90 degrees. If the situation arises, we will adjust outdoor play time due to rain, threatening weather, ozone alerts, etc. On days that outdoor play is not provided due to these conditions, we will provide a time for indoor gross motor activities. Please send your child with appropriate clothing so they will be comfortable and safe whenever we are outside. This may include snow pants, coats, mittens, hats, and boots in the winter time.

Parent Participation:

Parents are encouraged to participate whenever possible in activities at the center. Parents have unlimited access to all areas being used for child care during the hours of operation. Parents may wish to attend field trips, class parties, special events, or just stop in to join the daily fun. Teachers are available to discuss child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversation. Staff members want to be able to focus on you and your child at these times.

Parent Roster:

A roster of parents/guardians and their telephone numbers will be updated annually. Upon request, this roster shall be given only to the parents/guardians of children at the center. A copy of this must be furnished to the licensing department for review. The roster will not include names and telephone numbers of parents who request their name not be included.

Questions/Concerns:

If parents have any questions and concerns at any time it is recommended that the following chain of command be followed until an answer or solution is found:

- Child's teacher
- Administrator
- Owner

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you are entrusting us with your little one and want our relationship to be a good one.

Conduct:

Parents greatly affect their children's behavior. Children are like sponges--they model everything a parent does and incorporate what they see into their own lives. It is important that parents set the right examples for their children. Schein Bright Academy staff members are required to treat each and every person that walks into the center with a high level of respect. They are expected to be role models for the children that attend Schein Bright Academy. We are asking our families to maintain that same high level of respect to other families and Schein Bright Staff. A parent's reaction to stressful situations is likely the reaction their own children will use to adapt to future stress. The teachers and staff are here to give your child the best care and to provide a safe and happy environment. Please help to maintain this happy safe environment by not using foul language in or around the facility. If

you are unhappy please follow the chain of command or call Amy to set up an appointment to discuss your concerns. Please refrain from behavior that is unprofessional, disrespectful or that may cause a public scene in front of children or parents. Schein Bright Academy reserves the right to withdraw children from the center if parents do not adhere to this policy.

Additional Policies:

Naptime: If your child wants/needs a blanket and/or a comfort item feel free to bring that in for them to use at naptime. These will be sent home on Fridays for washing.

Video Viewing Policy: Videos will not be a part of our daily activities, but may be used on special occasions. Only videos rated G or below will be allowed to be shown at the center. The only exceptions would be PG, but only if all parents of children in that classroom sign a permission slip for them to view a specific movie.

Toys from Home: Children are encouraged to leave their toys from home at home. If they want to bring a toy from home to share that is fine. The center will not be responsible for lost or broken toys from home.

Birthdays: Parents are more than welcome to send special snacks for their child's birthday. If the parent wants to be there for the "party" they are welcome also. Please let the child's teacher know in advance if possible.

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, 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, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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

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