MISSION STATEMENT

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 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.

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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 entry way, 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, 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.

The Children’s Center

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.

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

The Children's Center is located in the Harrington Center near the west parking lot. A drop-off area is available 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 College parking decal must be clearly visible.

REGISTRATION

Families must register each child for care every semester. Registration forms are available in the Children’s Center and on the Center Web site. These forms must be completed in full and a copy of the college 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.

Each child must be examined by his or her doctor, and Medical and Child Enrollment and Health Information forms must be on file in the Center before the child’s first day of attendance. 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 new Medical and Child Enrollment and Health Information forms have been completed.

Families that choose to NOT have their child immunized for religious or personal reasons, will still need the Medical form signed by the child’s doctor indicating that the child has been observed and is in good health. Additionally, these families will need to provide documentation releasing the College of all liability in regards to their child’s physical health. If the child’s classroom should experience an outbreak of a communicable illness, these children will be excluded from care at the discretion of the Center Coordinator until the Center determines the outbreak has subsided.

Unregistered drop-in care is not available.

Contact information of the names and telephone numbers of parents or guardians of the children attending the Children’s Center is available upon request. The information will not include the name or telephone number of any parent who requests that his/her name not be included.
SCHEDULED CARE
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. *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. 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. Always ask permission from your child’s teacher to bring your child if your schedule changes for any reason.

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

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Staff/Child Ratios</th>
<th>Maximum Group Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 to 17 months</td>
<td>1 - 4</td>
<td>7</td>
</tr>
<tr>
<td>18 to 36 months</td>
<td>1 - 6</td>
<td>10</td>
</tr>
<tr>
<td>3 to 5 years</td>
<td>1 - 10</td>
<td>16</td>
</tr>
</tbody>
</table>

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 your child 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. It 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 Teacher/Parent Conferences. Please note; teachers are in constant communication with parents are always willing to set up a private meeting in addition to the Teacher/Parent Conferences.

DEVELOPMENTAL & EDUCATIONAL GOALS
In our program we like to work with parents to establish a written developmental/ and or educational goal for children. 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 Coordinator. Orientation is mandatory.

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 that 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. The Transition Plan will be reviewed and signed by the parent.
RECORDS RELEASE TRANSFER POLICY
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 Coordinator will provide for you.

COST OF SERVICE AND PAYMENT
A $25.00 registration fee will be collected every semester at the time of registration. Each student will be billed from the Fiscal Operation Office for services rendered on a monthly basis. Payments are made directly to the Fiscal Operation Office and not in the Children’s Center. Full time students will be billed the student rate, full time faculty will be billed the faculty rate. Please pay childcare in full every month.
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.

*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 DISMISSAL
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.
- 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 (page 7) are evident. Please remain in the room with your child until he or she is comfortable, especially at the beginning of each semester. **DO NOT LEAVE A CHILD IN THE LARGE MUSCLE ROOM OR OUTSIDE THE CLASSROOM UNLESS YOUR CHILD’S TEACHER IS THERE.**
- The Campus family member must sign the child out daily.
- If for any reason your child is to leave with someone other than the Campus family member, a written request must be submitted to the Classroom Teacher. A photo identification will be requested. Please do not call and ask if an unauthorized person may pick up your child. This policy is for the protection of you and your child.
- Children will NOT be released to persons under sixteen years of age.

PROCEDURE FOR THE CARE OF CHILDREN NOT PICKED UP AT THE 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, and 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 one of the emergency contacts picks the child up, the staff person will inform the Coordinator of the situation. The Coordinator will discuss the incident with the parent or guardian within two (2) working days of the occurrence. If an emergency contact person cannot be reached within ½ hour, or if they refuse to pick up the child, the Center Coordinator 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 and 241-KIDS will be contacted to arrange for care of the child and to locate the parent.

**STAFF**

Positive interactions between staff and children, and staff and families are the major determinant of a quality childcare setting. 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 training on a variety of topics geared to the age of the children in their care.

Classroom staff are supervised by the Center Coordinator.

The Center utilizes college work-study students.

We also cooperate with the Departments of Education, Physical Therapy, and Psychology 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. 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 filed near classroom telephones.
- Telephones are located in the Children’s Center office and all classrooms. These phones are to be used to contact parents and the proper authorities in cases of illness or emergencies only. Pay phones are available in the Student Activities lounge area for personal calls.
- 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.
- 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 Hall.
- 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.
- If the evacuated building cannot be re-entered, adult family members will be contacted and children will be released to them.

**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 Coordinator will accompany the child to the hospital, and remain there until the parent of the child arrives.

**ROUTINE FIELD TRIPS**

All children will participate in Campus Walks. 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. Children will wear identification labels that include the Center’s address and phone number. Staff will take Attendance forms along on Campus Walks. Family members will sign Routine Field Trip permission forms annually.

**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 or too hot 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 RESPONSIBILITY

- Notify the Center if your child will be absent or late in arrival. This allows us to staff the classroom accordingly AND/OR to allow other students extra study time. **Call 244-4720.**
- Disposable diapers and baby wipes must be provided for any child who uses diapers.
- A minimum of one extra set of weather appropriate clothing must be available to staff at all times. Please make sure that all items are labeled with your child’s name.
- The Children’s Center provides milk for toddlers and preschoolers for lunch. Please provide an appropriate lunch and/or snack for your child. Please refer to the NUTRITIONAL REQUIREMENTS (page 9) in this handbook.
- It is of utmost importance that you keep your classroom schedule card up-to-date. If your schedule changes, be sure to let the teachers know.

VISITORS

All visitors are required to check in at the office with the Coordinator. We ask you to limit the number of non-family visitors that you invite into the Center. We have space and liability issues that require us to screen visitors carefully. Please request friends or fellow students to meet you outside of the Center.

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 administrator of their presence.

Family/Teacher conferences will be held a minimum of once 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.

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 Center Coordinator at 244-4972. She will discuss the issue with you
immediately or schedule an appointment with you. A Suggestion Box is also available at the sign-in desk.

**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.

**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. A unique way for special recognition might be to donate a book to our Center library in honor of your child’s special day. We will gladly suggest book titles.

**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…PLEASE, no sandals!!! 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.

**DISMISSAL**
The Center reserves the right to dismiss a child from the program at the discretion of the Coordinator, if it is in the best interest of the Center and the child to do so.

**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 nonviolent 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. All staff will adhere to the specifications of rule 5101:2-12-22, which clearly state discipline measures that are not to be used in a daycare setting. 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.

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.
- 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.

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 patch(es) 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.

Prescriptive and non-prescriptive medications are administered only to children who are in the Center for more than four consecutive hours AND the family member is off campus for that period of time. The family member must complete JFS form 01217, which they can get from the Center Coordinator. Oral medications will be stored in a labeled container in the refrigerator in the Infant Room, and will be administered by the Center Coordinator or her appointee. 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 Health Care Plan form must be completed by the parent and Form JFS 01217 must be signed by the child's doctor before medicine would be given.

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.
- Ill staff 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.

**HEALTH SCREENING**
All children enrolled at the Center must have a completed Child Medical Statement by the first day of school. It must include the child's name, birthdate, and a record of current, age appropriate immunizations, limitations or health conditions, recommended screenings listed, signature of examining physician, as well as the physicians 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. For a list of available community and social services in Cincinnati and the Tri-State area go to
Health and other child development topics are also discussed at our Parent Group Meetings. Please watch for emails when they are being held.

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.

Each Toddler and Preschool child who will be in The Center for lunch must use the plastic lunch container shown at orientation. Please use this container only. We have a shortage of space in the refrigerator, and the uniformity of the containers makes it easier to stack them. Please put your child’s lunch and snack on the proper shelf in the refrigerator.

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 resealable 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
(Select two/snack)
½ cup milk
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.
TODDLER ROOM

7:45  Free play: puzzles, books, manipulatives, dramatic play, play dough, blocks, music, sensory table, art and computer.
10:00  Diaper check/Toileting
10:15  Outside Play, weather permitting
10:45  Large Muscle Room
11:30  Group Time
11:45  Lunch
12:30  Diaper Check/Toileting, Naptime, Quiet Activities
1:45  Large Muscle Room
2:30  Snack
3:00  Diaper Check/Toileting
3:30  Free play, Outside Activities

PRESCHOOL/SCHOOL AGE ROOM

7:45  Free Choice: Manipulatives, Math, Science, Writing, Language, Art, and Sensory Table
9:00  Small Groups: Muscle Room or Art Activities
9:45  Group Story Time
10:00  Free Choice: All classroom areas are open
10:45  Outdoors every day, weather permitting
11:15  Group Time: songs, fingerplays, stories, interactive chart, prepare for lunch
11:30  Lunch, clean-up, toothbrushing
12:30  Rest Time
1:30  Quiet Free Choice: Computers, Manipulatives, Math, Science, Writing, Language, Art, and Sensory Centers
2:30  Art/Special Activities
3:15  Group Time and Snack
4:30  Free choice
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, ORC 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.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: http://jfs.ohio.gov/cdc/childcare.htm.

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.

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