



# **Tipp City Enrichment Program**

## **FAMILY HANDBOOK**

223 West Broadway  
P. O. Box 72  
Tipp City, Ohio 45371

Phone Number  
(937) 667-8800

Fax Number  
(937) 667-8802

Email:  
[Teresa.Litton@tippcitykids.org](mailto:Teresa.Litton@tippcitykids.org)

Website:  
tippcitykids.org

# Tipp City Enrichment Program

## WELCOME

Dear Families,

Welcome to Tipp City Enrichment Program. This handbook will help you understand the policies and procedures, as well as privileges and opportunities, of the Child Care Program. If you have questions, please talk to a member of the classroom teaching staff or an administrator for clarification. We are here as a support to you and your family.

The information contained in this handbook is intended to help us work in partnership to care for your children.

Because the Child Care Program is subject to various external legal and regulatory agencies, the information in this handbook may be subject to change at any time. When changes must occur, every effort will be made to keep families well informed.

Information is shared with families through the handbook, website, electronic and hard copy mail and classroom newsletters. Someone is always available to respond to your questions, concerns, and comments. It is important to us that you feel you are always welcome and that we are partners with you in supporting your children's growth and development.

The Tipp City Enrichment Program Staff

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# About Us

## Philosophy

TCEP was founded on the belief that high quality child care and early education benefits the development of all children as well as our community and families of TCEP

Therefore, we strive to provide a safe, secure, nurturing learning environment that enhances young children's:

- self-esteem and personal value
- understanding of diversity
- respect for themselves and others
- development of self-regulation
- creativity, imagination, and critical thinking skills

## Mission

Tipp City Enrichment Program was developed and designed for:

- 1) Early Childhood children, who are between the ages of three to five. Our preschool & pre-kindergarten early learning classes were developed to provide daily age appropriate educational programs throughout the calendar school year comprised of activities and curriculum designed to promote the cognitive, social, emotional and physical development in a safe, encouraging and fun environment for children of families residing in Tipp City and Monroe Township, Ohio and/or surrounding communities.
- 2) Children in K thru 5<sup>th</sup> grade inclusive, to provide educational programs and activities before and after school hours and during the work day in the summer, which compliments the local public school curriculum and fosters the continuing natural development of adolescent children of families residing in Tipp City and Monroe Township, Ohio and/or attending Tipp City Schools.

Tipp City Enrichment Program Inc.'s vision is to provide quality and enriching care for children of families residing in Tipp City, Monroe Township, and Surrounding Communities to ensure each child reaches his/her potential. The staff of TCEP will use our energy, talents and available resources to cultivate trust with parents and enhance the life of each child that crosses our path. We are committed to providing a safe, nurturing learning environment and will strive to make each day full of fun and adventure.

## **Definition of Family**

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

## **Hours of Operation**

Child care services are provided from 6:00 AM to 6:00 PM Monday through Friday.

**School age care will also be conducted at these times.**

## **Holidays**

Tipp City Enrichment Program Inc. will be closed on the following major holidays: Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, July 4<sup>th</sup>, and Memorial Day. If a holiday falls on a Saturday, the site will be CLOSED on the Friday before. If the holiday falls on a Sunday, the site will be CLOSED on the following Monday. The Programs will operate on all other school vacations and school designated holidays unless otherwise noted by the director.

## **Staff In-Service**

Tipp City Enrichment Program Inc. will be closed at the end of each school year enrollment period and the end of each summer program enrollment for in-services. Dates will be advertised on our school calendar, internally, and on our website.

## **Admission & Enrollment**

All admission and enrollment forms must be completed **and enrollment fee paid prior** to your child being enrolled.

**An enrollment fee of \$50.00 for fall and \$25.00 for summer is due at the time of enrollment. This fee is non-refundable.**

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

## **Inclusion**

Tipp City Enrichment Program believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

## **Non-Discrimination**

At Tipp City Enrichment Program equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or

parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

**Family Activities**

Each family is a child’s first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children’s classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

**Confidentiality**

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

**Staff Qualifications**

Our teachers are hired in compliance with the state requirements and qualifications as a base **minimum**. Typical staff certifications are as follows:

<b>Position Title</b>	<b>Education/Certification</b>	<b>Experience</b>
Teacher	Associate Degree in Early Childhood Education	2 years
Teacher Assistant/Aide	Child Development Associate Credential	1 year

Teachers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Tipp City Enrichment Program**.

**Child to Staff Ratios**

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

<b>Age</b>	<b>Child to Staff</b>	<b>Maximum Group Size</b>
3 year-olds	<u>12 to 1</u>	[14]
4 year-olds	<u>14 to 1</u>	[16]
5 year-olds	<u>14 to 1</u>	[16]
School age children	<u>18 to 1</u>	<u>Depends on room</u>

## **Early Childhood Communication & Family Partnership**

**Daily Communications.** Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's folder at the end of the day.

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Newsletters.** Monthly newsletters provide center news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking or will be provided in your child's folder by the teachers.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

**Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

**Conferences.** Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

## **Open Door Policy**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

## **Publicity**

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

## **CURRICULA & LEARNING**

### **Learning Environment**

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning



and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

### **Curricula & Assessment**

Tipp City Enrichment Program uses the Access Curriculum. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

### **Developmental Screening**

To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary teacher. Developmental screening is conducted with written consent from the child's parent/guardian(s).

### **Outings and Field Trips**

Weather permitting; we conduct 20 minutes of supervised outdoor play and/or walking trips around the neighborhood 2 times a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

For outside play, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

### **Transitions**

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

#### **Transition from home to center**

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

#### **Transition between learning programs**

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

## **Transition for before/after school care**

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the center safely from their assigned bus/school after school.

## **Electronic Media**

Our Early Childhood classrooms normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal.

## **Multiculturalism**

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## **Celebrations**

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Special treats may be brought to TCEP for special events but must consist of pre-packed items that include a list of ingredients on the label.

## **Rest Time**

After lunch, all children in the Early Childhood Program, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. Those in the Preschool 2 classroom will be given a cot and encouraged to sleep.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

## **Toilet Training**

All children must be completely toilet trained to attend Tipp City Enrichment Program.

## **GUIDANCE**

### ***General Procedure***

Tipp City Enrichment Program is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their

fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **Discipline Policy**

We have created a discipline policy that reflects our philosophy of positive guidance with children.

### **Challenging Behavior**

Children are guided to treat each other and adults with self-control and kindness.

Each student at **Tipp City Enrichment Program** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

### **Physical Restraint**

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

### **Notification of Behavioral Issues to Families**

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

## **TUITION AND FEES**

### **Payment**

Payment is **always due in advance** with no deduction for any absences or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by 6:00 PM on every Friday, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$50.00 for fall and \$25.00 for summer is due annually at enrollment. This fee will be pro-rated when registration happens in the middle of the enrollment period.

### **Late Payment Charges**

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, **a late fee of \$10.00** will be added to your next tuition payment for each week that it is late. If your account has not been paid in full within 10 business days, your child may be discharged from the program until payment is made.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 30 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3<sup>rd</sup> party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

### **Returned Checks/Rejected Transaction Charges**

All returned checks or rejected ACH (automatic debits) will be charged a fee assessed by the banking institution. Two or more returned checks or rejected transactions will result in your account being placed on **"cash only" status**.

### **Late Pick-up Fees**

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1.00 per minute will be assessed beginning at your child's pick up time.

Before and After School Care	6:00 P.M.
Early Childhood ½ day	12:30 P.M.
Early Childhood Full Day	3:00 P.M.

### **Special Activity Fees**

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip (swimming in the summer).

### **Additional Fees/ Credits**

Vacation - to retain your child's spot during vacation, "Free Days" will be given. These are days during which you do not have to pay if you do not use program services on that particular day. Free days include days-off which are used for sickness/illness, vacation, holidays, or program absence regardless of the cause.

- Parents of children enrolled in our program (*whose account is current*) are eligible for free days throughout the year. (August to May). The free days are equivalent up to a two week period which is based upon the number of days your child is enrolled for one week. Example: If your child is enrolled for five days per week, you will receive 10 free days. If your child is enrolled for three days per week, you will receive six free days...and so on.
- If your child is only enrolled in the Early Childhood Program, the “free days” do not apply. Christmas & Spring breaks will be no charge. These families and the program will not be in session.

### **No Credits**

- Credit will not be given for Inclement Weather.

### **ATTENDANCE & WITHDRAWAL**

#### **Absence**

If your child is going to be absent or arrive late please call us at 937-667-8800 or tcepstars@gmail.com. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us at 667-8800 or tcepstars@gmail.com.

#### **Withdrawal**

A written notice, **two weeks** in advance, is required by the center when a child is being withdrawn.

#### **Transfer of Records**

Whether transitioning to the next program setting or to a new classroom, your child’s records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

#### **Closing Due to Extreme Weather**

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on WHIO TV 7 and you will receive a one-call.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible.

## **DROP-OFF AND PICK-UP**

### **General Procedure**

Our before and after care opens at 6:00 AM. Please do not drop-off your child prior to the opening. Parents are required to accompany their children into the building and make visual and verbal contact with a staff member.

We close at 6:00 PM. Please allow enough time to arrive, gather your child belongings and leave by closing time. Children must be picked up by an approved person over the age of 18. Your child will be signed out of the program by the teacher in Room 6/receptionist. You **MUST** check-in at Room 6 when picking up your child.

**Children may NOT leave the building by themselves.**

### **Transportation**

School transportation is used to transport the children to and from Nevin Coppock, and LT Ball for all Tipp City Enrichment Program students.

A staff member will accompany the children to their bus. Once the children have reached their destination, school staff will meet the bus to ensure that all children get to their classes.

### **Cell Phone Usage**

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you **NOT** use your cell phone at **any time** while visiting the center.

### **Authorized & Unauthorized Pick-up**

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, **in writing**. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### **Right to Refuse Child Release**

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

## **PERSONAL BELONGINGS**

### **What to Bring**

- **Preschoolers:** at least one change of clothes, socks and shoes.
- **Before/After School Care Children:** books for homework

Please label all items brought from home with your child's name etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Blankets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

### **Lockers**

Upon enrollment each child will be assigned a locker. Lockers are labeled with your child's name. Please check your child's locker on a daily basis for items that need to be taken home.

### **Lost & Found**

You can look for lost items and bring found items to the Lost-and-found Box located at the front desk. Please note that we are not responsible for lost personal property.

### **Toys from Home**

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## **NUTRITION**

Food brought from home for special occasions are permitted under the following conditions:

Perishable food to be shared with other children must be store-bought and in its original package.

### **Food Allergies**

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy must have an action plan for emergency care completed by the family.

### **School Aged Participants**

- Before and after school child care participants will be offered a light snack at each session. These snacks are not a meal. If your child will be arriving after 7:30 am, please make sure your child has had breakfast before arriving at the center and is supplied with an adequate lunch if required for school.

## **HEALTH**

### **Immunizations-Early Childhood Students**

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every year, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

### **Physicals-Early Childhood Students**

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical should be received before but must be received no later than [30] days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

### **Illness**

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child within thirty minutes, if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained underwear or in a toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.



- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever **without medication**, vomiting and diarrhea for at least 24 hours.
- They have been treated with an antibiotic for at least 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

## Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to list the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in each classrooms book. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

## Medications

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (**you may request pharmacies to fill your prescription in two labeled bottles**). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical** sunscreen and insect repellent require a note signed by the family, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

## **Communicable Diseases**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilic Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

## **SAFETY**

### **Clothing**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### **Extreme Weather and Outdoor Play**

Outdoor play will not occur if the outside temperature is greater than 90 °F or less than 32 °F degrees.

### **Injuries**

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### **Respectful Behavior**

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care. This would include any statements to be made on social media which is an implicit violation of our community standards.

### **Smoking**

The poisons in secondhand smoke are especially harmful to young children's developing bodies, therefore the indoor and outdoor center environment used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

### **Prohibited Substances**

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation. If there is a safety concern, local law enforcement personnel will be contact.

### **Suspected Child Abuse**

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will

cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**

### **Brief Overview of Disaster Plan:**

- Safety Plan
  1. Safety Drill (lockdown and tornado) – will be conducted on a quarterly basis for lockdown and during the months of March – September for tornado season.
  2. Exit Drill (fire or danger within the building) – will be conducted on a monthly basis.
  3. Emergency Procedures are posted in each room.
  4. In emergency situations where general evacuation is warranted the center will move all children and staff to the United Methodist Church.
  5. Head count sheets keep staff accountable as to the number of children present every half hour.
  6. Parents will be able to reach us by phone at all times.
  7. Children must be signed in/out by parents or authorized person each day.
  8. Copies of each child's enrollment and health form will be with the teacher at all times.
  9. Incident/Injury Report Forms are available at the site and will be completed and available to parents in accordance with rule 5101:2-12-35. *\*Forms will be turned into the Director by the end of the day of said incident.*
  10. If an accident or injury occurs in accordance with rule 5101:2-12-35 of the administrative code or the transportation of a child to the hospital, the center shall complete a report in accordance with rule 5101:2-12-35 of the administrative code.
  11. A First Aid Kit is available in the Tipp City Enrichment Program teacher's lounge and office.
- Safety Notes
  1. All staff members are trained in CPR, First Aid, Prevention of Child Abuse, and Recognition of Communicable Disease (required by rule 5101:2-12-27).
  2. No child is ever left alone or unsupervised
  3. No aerosol sprays are used in a room when children are present
  4. Emergency procedures are posted by each phone in the center.
  5. Emergency instructions for fire or weather alert are posted in every classroom and practiced regularly at different times throughout the day.
- Standard Precautions
  1. Surfaces that may come in contact with potentially infectious body fluids are disposable or able to be sanitized.
  2. Staff use techniques that minimize contact of mucous membranes or openings in skin with potentially infectious body fluids to reduce the spread of infectious diseases.
  3. Staff clean up spills of body fluids immediately using detergent then rinsing with water.
  4. After cleaning, staff sanitizes nonporous surfaces.
  5. Carpets are cleaned by blotting, spot cleaning with a detergent disinfectant, and shampooing.
  6. Staff disposes of contaminated materials in plastic bags with a secure tie and in a closed container.
  7. Toys that children place in their mouths or that are otherwise contaminated by body secretion or excretion are washed in soapy water, sanitized with mild bleach water, and air dried daily.

8. Tables are sanitized prior to and after snacks and lunch.
9. Cots are sanitized weekly, and washed with soap and water quarterly.
10. Children's items such as blankets, pillows, etc., are taken home by the families for washing weekly.

### **Lost or Missing Child**

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

### **Emergency Transportation**

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

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 rule. 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 e-mail of any parent/guardian who requests that his/her name, telephone number or e-mail not be included.

Recent licensing inspection report 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 department, 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.**

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# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Tipp City Enrichment Program Family Handbook**, and I have reviewed the family handbook with a member of the **TCEP** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **TCEP Family Handbook** that I do not understand.

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Recipient Signature

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Date

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Center Staff Signature

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Date

