



A Program of Sylvania Community Services  
A trusted child care provider for over 25 years

# Parent's Manual

## Grades K – 6 Child Care Program

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**All Sites Open Monday thru Friday**

**Sylvania Community Services Child Care**  
**4747 N. Holland Sylvania Rd.**  
**Sylvania, OH 43560**  
**Office Hours 8:00 am to 4:30 pm**  
**Office: 419-885-2451 Ext. 227 & 228**  
**Fax: 419-882-1639**

**Central School Child Care**

**7460 Central Ave.**  
**Toledo, OH 43617**  
**Hours 6:30-9:00 am, 3:30-6:30 pm**  
**419-824-8500**  
**Option 5, Voice mail 2147**

**Hill View School Child Care**

**5424 Whiteford Rd.**  
**Sylvania, OH 43560**  
**Hours 6:30-9:00 am**  
**419-824-8500**  
**Option 5, Voice mail 2397**

**Maplewood School Child Care**

**6769 Maplewood Ave**  
**Sylvania, OH 43560**  
**Hours 6:30-9:00am, 3:30-6:30pm**  
**Phone: To Be Determined**

**Highland School Child Care**

**7720 Erie St.**  
**Sylvania, OH 43560**  
**Hours 6:30-9:00 am, 3:30-6:30 pm**  
**419-824-8500**  
**Option 5, Voice mail 2250**

**Whiteford School Child Care**

**4708 Whiteford Rd.**  
**Sylvania, OH 43560**  
**Hours 3:00-6:30 pm**  
**419-824-8500**  
**Option 5, Voice mail 2744**

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.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.***

# **SYLVANIA COMMUNITY SERVICES FACTS AND POLICIES OF THE CHILD CARE PROGRAM**

## **Child Care Center**

The Sylvania Community Services school-age child care programs are licensed and approved by the Ohio Department of Job & Family Services. (ODJFS) The license is posted in our main office as well as each individual child care site. The laws and rules are available for your review upon request from the main SCS office or on the [sylvaniachildcare.org](http://sylvaniachildcare.org) web site. The centers' licensing records including compliance reports, evaluations from the health, building, and fire departments are available upon request at the Ohio Dept. of Job and Family Services. The Ohio Dept. of Job and Family Services toll free number is 866-886-3537 option 4, and is available to any person who suspects violation by the centers. It is unlawful for any center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin. The hours of extended day program are 6:30 am to 9:00 am and 3:00 pm to 6:30 pm, Monday thru Friday. The Centers are open for children K through sixth grade who attend a Sylvania Public or parochial school. The acceptable child/staff ratio is 18:1 as required by ODJFS (or less).

Spring and winter camps are available for children K through sixth grade. Summer camp is available for children 6 to 12 years of age.

## **Purpose of the School-age Child Program**

The purpose of S.C.S. Before and After School which we call Extended Time (E.T) is to provide a day care program that is interesting and enriching to all elementary school children. The selection of mature, enthusiastic, and qualified staff that can create a loving, caring, and supportive atmosphere where the children will feel secure and happy is of primary importance. We strive to enhance the child's creativity, arouse their curiosity about the world around them, and expose them to many different healthy and broadening experiences. Each child will have individual care and will be treated with respect.

## **Our Goals**

- Provide an environment of warmth, security and creativity in which children can grow and mature. An environment which nurtures and responds positively to each child as an individual.
- Encourage the development of self-esteem.
- Encourage children to be responsible for their own actions.
- Encourage development of good decision-making skills.
- Promote acceptance of personal differences and appreciation of the efforts of others.
- Provide a safe environment.
- Provide enrichment experiences.

## **Our Objectives**

### **For the Children:**

- Provide an environment which is safe, both physically and psychologically.
- Institute a program that is of interest to elementary school-age children and will make them want to attend.
- Have qualified, mature and enthusiastic staff that will create a loving, caring and positive atmosphere where the children will feel secure.
- Offer age-appropriate, creative and broadening activities.

### **For the Parents:**

- Provide child care in which their children will feel safe, happy, and important.
- Provide the link between school and home hours.
- Provide the opportunity to participate in decisions for their child's day care program.
- Provide an opportunity to use school facilities to meet the needs of parents and children.
- Charge affordable and reasonable fees (and reduced fees to those who qualify).
- Provide a program which is a place for the child to build self-esteem, to meet new challenges, to enjoy successes, to form friendships, to enrich experiences and to build social skills.
- Provide flexibility to meet parents' needs.
- Parents are welcome to "drop in" to any classroom and observe at any time. If you wish a conference with your child's caregiver, please call the SCS office to make an appointment. We are happy to speak with you about your child's progress.
- Parent advisory groups will be formed as needed. Interested parents/guardians will gather to discuss and share ideas concerning all aspects of interest at the day care center.

### **For the Community:**

- Provide a quality child care program.
- Create a sense of security in the knowledge that it is increasing the safety of children by providing a well supervised and enriching day care program for all elementary school-age children.
- Provide convenient locations for care.
- Provide continuity of care throughout the school year and the summer.

## **Upon Enrollment**

Upon enrollment, each child must have on file current health records, emergency transportation info, and parent roster permission. These forms are required by the state of Ohio. We reserve the right to refuse any child who does not have all required information in his file. We must have complete files in order to be in compliance with the state law. Children's records include name, address, birth

date, date of admission to the center, plus parent/guardian names, home and work addresses and telephone numbers, home, work, and cell numbers, two nearby emergency contacts and pickup information.

Sylvania Community Services reserves the right at our discretion to refuse admission to any child. Reasons for denial of admission may include refusal to follow policies, behavioral problems or failure to pay outstanding child care invoices.

### **Extended Time (E.T.) Hours and Program**

Our before and after school program is in session Monday – Friday from 6:30 a.m. to 9:00 a.m. (or whenever children are bused to their school building), and after school until 6:30 p.m. In this program, emphasis is placed on the importance of out-of-school time to develop the other 3 R's – resourcefulness, responsibility, and reliability – in a much more open setting that allows children freedom to use free time creatively. To accomplish this, teachers will offer more self-selected activities which have been pre-planned. We expect that the child care hours will be valuable time used productively for enriching experiences, learning skills, developing or pursuing special interest, homework time or just being children.

### **Curriculum / Programming**

In our day care program, curriculum needs are responsive to the individual needs of the group. Participants tend to come from a broad spectrum of social skills and levels of cognitive development. Thus, curriculum goals will be clear and appropriate. Activities will be planned, and teachers will prepare lesson plans weekly. The "course of study" is keyed to the needs of each particular group.

The following curriculum goals have been established:

- Foster the concept of self-worth in each and every child.
- Access each child's ability and develop enrichment activities that will enhance cognitive skills.
- Plan activities that will draw a widely diversified group together although at certain times of the day, the group will not act as a unit.
- Focus on social development skills both as individuals and within a group.
- Incorporate large muscle-building activities and sports into the daily program.
- Teachers will have at least three on-going interest centers in their rooms at all times. These will rotate periodically.
- Make the Extended Time programs something the children look forward to attending – a program that is fun, challenging, enriching, rewarding and comforting.

### **Extended Time – Daily Routine**

#### **1. Transportation of children**

Transportation between the Centers and the schools is provided by Sylvania School buses. Bus numbers are determined by the Sylvania Schools' Transportation Department. Parents will be told which bus their child(ren) will ride when routes are assigned. This information is not available until one week prior to the beginning of the school year. Sylvania buses are used for all field trips. Any emergency transportation will be provided via a 911 call.

## 2. **Supervision of children: Ratios and Maximum Group Size**

- No child in grades K – 3 are left alone or unsupervised by a staff member. Children in grades 4 – 6 may be without a staff member inside the building as long as a staff member is within sight and hearing of the children. The staff must check on the children every 5 minutes and be sure they are engaged in activities which pose no physical risk.
- An 18:1 ratio is maintained at all times. The school custodians act as the second adult in the buildings when a staff member is alone. A maximum group size is 36 children. The maximum group size is defined by the number of children in one group that may be cared for at any time.
- School age children may run errands inside the building, use the restrooms alone and/or in groups of no more than six children without adult supervision as long as the children are within hearing distance of a teacher, the teacher checks on them regularly until they return, and the restrooms have exclusive use of the school.
- The center shall not abuse or neglect children and shall prohibit children from abuse and neglect while in the center's care.
- If the family has certain **custody agreements**, a copy of the appropriate paperwork will be required upon registration, or upon notification.
- Upon arrival and departure the parent/guardian must enter his or her child's ID code into the time clock. If a child is not checked in and/or out on the day he comes, the maximum time will be charged. The children will only be released to a person showing picture ID. This person's name must be printed on the pickup list for the child.
- The centers have immediate access to a working telephone. The parent/guardian will be contacted in case of an emergency. In extreme cases, the emergency squad will be contacted.
- Medical and dental emergency plans are posted in each classroom used by the children.
- All staff are trained in First Aid, CPR, Child Abuse Prevention, Defibrillators and Common Childhood Illnesses, and are in the centers at all times. A first aid kit, enrollment health and information forms, and a staff person trained in first aid and CPR accompany children on all field trips.
- The administrator and the employees of the centers are required to report their suspicions of child abuse or child neglect to the appropriate agency, under section 2151.421. of Ohio Department of Job and Family Services.
- When an accident or injury occurs, or when any other incident necessitates administration of any first aid, or a child is transported in case of an emergency, the centers shall complete an Incident Report. This report shall be signed by the parent and returned to SCS that same day.
- When a home address, phone, work address, or phone of the parent(s) changes, **the center must be notified immediately**. We must also

know if there is a change in authorized emergency contact phone number.

- No spray aerosols are used when the children are present.

### **Early Morning Activities**

With children arriving and leaving at various times during the morning hours, SCS strives to have a balance of self-selected activities at the site. Your child will have a choice of self-directed activities such as blocks, puzzles, reading, working on a project, playing games, visiting with friends, etc. Large motor play is also offered in the gym.

### **Afternoon Activities**

**Safety check, snack, attendance check** – After most of the children have arrived, we gather together and have a snack (between 3:45pm and 4:15pm). We share events of the day or weekend, talk about plans and comment on the weather, etc. After snacks the children engage in some sort of group activity or craft, or begin their homework. Older children enjoy individualized reading, talking with a friend, or playing a game. The Safety Check list is checked as children arrive to be sure children who are marked to be here are indeed in the Center. **(See section on Safety Checklist on page 8 for more information).**

### **Outdoor Play**

The center shall provide outdoor play each day, in suitable weather conditions for school age children in attendance four or more consecutive daylight hours. The staff is to use good judgment when choosing outdoor play time. There will be no outdoor play when the temperature is 32 degrees or lower (this includes wind chill) or 90 degrees or higher. Gym time will be offered on days with inclement weather.

### **Interest Centers and Lesson Plans**

The administrator of the site will plan activities for after school, with flexibility built in based on weather conditions and children's requests. Interest centers will be set up in the cafeteria to encourage the child's engagement in an activity. Interest centers include but are not limited to: music, science, math, dramatic play, homework area, crafts, block & manipulatives, and board games. Electronic games are only allowed on Fridays. Please, no electronic toys that may have access to the internet. We prefer to encourage socialization.

### **Drop Off or Occasional Use**

Parents who have irregular schedules or require only occasional day care have the option to drop their child off at our sites when they need us. Pre-registration and deposit are required prior to drop off.

### **Holidays**

There will be no daycare on the following holidays: Martin Luther King Day, President's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and the day after, Christmas Eve and Day, and New Year's Eve and Day. All-day programs will be held on Sylvania School conference, records, and in-service days. Hours on those days will be 6:30 am-6:30 pm at Tam-O-Shanter.

## **Breakfast**

A nutritious breakfast is available at the sites for \$2.00 charge. Children may bring their own breakfast. Milk is available for .30 cents.

## **Lunch**

On All Day programs, and during Spring and Summer Camps, each child needs to bring a packed lunch with them unless otherwise indicated. For inclement weather days, pizza will be provided for the children without lunches. Please make sure their lunch is nutritious. The law defines a nutritious lunch as "One food from the meat/meat equivalent group, the bread/grain group, the dairy group, and two foods from the fruit or vegetable group." (ODJFS 5101:2-12-39) The Center will provide milk with your child's packed lunch. Sack lunches from home need to constitute at least 1/3 of the child's RDA's or we are required to substitute their lunch, therefore a lunch substitute charge of \$.50 per item will apply. Also, a complete lunch will be provided in an emergency situation in case a child does not bring one from home. The charge for this service is \$3.00 and will be added to your child care bill.

## **Snacks**

A morning snack will be served to our children who remain with us after 9:00 am, for example on late start days. An afternoon snack will be served during ET on a regular school day. All snacks follow ODJFS guidelines and will consist of two food groups. Morning and afternoon snack will also be served on all-day programs and camps. Snacks are chosen with the children's taste in mind. We do not serve snacks with peanut butter.

## **Attendance / Safety Check Lists**

Attendance will be taken each day for safety and security. If your child is ill and will not be in school and will not be using the child care program that day, please call the site they are attending. If your child attends either Central, Hillview, Whiteford, or Highland satellite programs, you may call 419-824-8500 and leave a voice mail. (See front page of Parent's Manual for mailbox numbers). If after a period of absence from our program, parent needs to call the child care site to have their child put back on our safety check list.

The Safety Check Lists are available for you to check which **afternoons** your child will be attending our program. This list is used to make sure all children are here that are supposed to be here. We take attendance of the children as they come in and check our attendance to our safety checklist. If your child is marked to be in our Center and is not here, every attempt will be made to locate the child. Any discrepancies are reported to the Director, Assistant Director, or Site Administrator who follows the following procedure:

- Calls home
- Calls 1<sup>st</sup> parent, then 2<sup>nd</sup> parent
- Calls 1<sup>st</sup> emergency contact, the 2<sup>nd</sup> emergency contact
- Calls school and bus garage
- In some cases, a visit is made to the child's address to see if the child is at home

**Parents are responsible for marking Safety Check Lists so we know when to expect your child.**

**Portion Sizes for Meals Served at  
Child Care Centers and Type A Homes**  
(To be used when completing Attachment #14)

Meal	Component	Minimum Serving		
	Age of Child	1 & 2 years	3-5 years	6-12 years
Breakfast	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or 1/3 oz.	½ slice 1/3 cup or 1/2 oz.	½ slice ¾ cup or 1 oz.
Lunch or Supper	Meat or Meat Alternative	1 oz.	1 ½ oz.	2 oz.
	Fruit or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	½ oz.	1 oz.
	Fruit or Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads	½ slice ¼ cup or 1/3 oz.	½ slice ¼ cup or 1/3 oz.	½ slice ¼ cup or 1/3 oz.
	Fluid Milk	½ cup	½ cup	1 cup

**Additional information on meal preparation and nutrition may be found at:  
[http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal\\_Patterns.htm](http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm)**

## **Early / Late Pick Up Policy**

For early/late drop-off/pick-up (before 6:30am and after 6:30pm), a charge of \$1.00 for every minute that the child arrives before opening and/or stays after closing time will be assessed. The late charge will be billed to the child's invoice.

## **Arrival and Departure**

A parent, guardian, or designated person dropping off or picking up children **must** enter the building and take the child to or from his or her classroom/cafeteria.

**No child is to enter or exit the building on his own.** Parents/guardians must check the child in or out each day. Staff members must see parent bring in or pick up the child. Maximum amount of time will be billed for each session the child is not coded in or out.

**Anyone (including parents) picking up a child must have a picture ID to show.** If they cannot show a picture ID, then it is the responsibility of that staff person to check with the parent via phone before allowing the child to leave the building. If someone other than the designated and normal pick-up person will be picking up your child, the staff must be notified prior to that day in writing. Pick-up person will always be asked for ID. Children may be released from the program to another activity in the same building without an adult (if applicable) provided the center is given written permission from the parent or guardian. It must include the following information: child's name, destination, departure time, dates of activity, arrangements for transportation, nature of activity, pick up person's name and parent's signature. **Upon arrival/departure ODJFS requires all children and staff to wash their hands.**

## **Inclement Weather and Emergency Closing Policy**

On days when school is delayed due to weather conditions, please bring your children to Tam-O-Shanter, 7060 Sylvania Ave, Sylvania, OH 43560. SCS Staff will care for your children there. Buses will transport children to all schools once the delay lifts.

In case of extreme weather emergencies when Sylvania schools are closed the following policies will be in place:

- Child care will remain open UNLESS staff cannot travel. ALL children should be taken to Tam-O-Shanter with a packed lunch. No satellite schools will be open.
- In the winter, we are open during a Lucas County level 1. During a level 2 or 3, please call our recording to determine closure: 419-885-2451.
- Children must be sent with a nutritious sack lunch on inclement weather days. No refrigeration is available. Please use cold packs when necessary.
- Please do not send money with your child. Any purchases should be when a parent is present.

## **Parent Participation**

Any parent or guardian of a child enrolled in our program is permitted unlimited access to the classrooms during the hours of operation. We encourage parent,

guardian, and employee participation. Please feel free to offer suggestions which you feel will enhance the day care program. If parents and/or guardians or employees need assistance with any problems related to the child care program they should be reported to the administrator.

The Director and Assistant Director of the Center's administrative hours are 8:00am to 4:30pm, located at 4747 N. Holland Sylvania Rd. The phone number is (419)885-2451. Site administrators can reach Director and Assistant Director after office hours.

- Parent volunteers are always welcome. If you have any skills which you would like to share with the children or staff, please talk with the teacher or administrators.
- Staff members are encouraged to talk with the parents and discuss the child's program involvement daily.
- Parent advisory groups will be formed periodically. Interested parents will gather to discuss and share ideas concerning any and all aspects of the day care program.
- A Parent Roster of the names and telephone numbers of those parents who agree to have their names listed is available upon request.
- Family Events are offered throughout the year to encourage family fun.

### **Field Trips**

Field trips may be a part of our camps. A signed permission slip from the parent/guardian will be required prior to the field trip. This permission slip will be included in the camp registration paperwork. Permission needs to be given each time per camp. Transportation will generally be provided by the Sylvania School buses driven by properly licensed bus drivers. Staff ratios for field trips will be 1:18. Staff ratio may increase depending on the nature of the trip. Staff will take head counts at the start, during, and upon departure.

### **Winter and Spring Vacation Program**

Our Winter and Spring Camps operate from 9:30am – 3:30pm with extended time from 6:30am – 9:30am and 3:30pm – 6:30pm. Daily activities include arts, crafts, field trips, games, and sports. **Pre-registration is required.** Parents are required to send a sack lunch daily that is nutritious and has the four food groups represented. The camps will be held at Tam-O-Shanter.

### **Summer Vacation Program**

Our summer school-age program is a 12-week child care service for children entering through grades 1-3 and Tweener Camp for grades 4-6. Hours are 9:30am – 3:30pm, with extended time from 6:30am-9:30am and 3:30 pm-6:30pm. Daily activities include: arts and crafts, nature exploration, games, sports, swimming at Plummer Pool, and playground activities. Field trips are planned one time per week. Tweener camp gets an extra trip per week. Children may come for one day, one week, or the full camp period. **This program, like our school year program, offers flexibility for families.** This is also a state licensed program. The Summer Camp brochure has specific themes and field trips listed. **Pre-registration is required.**

This is an example of a typical camp day:

9:30 a.m.	Opening Announcements/am snack
10:00 a.m.	Activity/Craft for Group
11:30 a.m.	Lunch
12:00 – 1:00 p.m.	Swim or Outdoor Play
1:00 – 2:00 p.m.	Outdoor Play or Swim
2:00 – 3:00 p.m.	Free Play or Rest Time
3:00 – 3:30 p.m.	Finish A.M. Activity/Craft/Snack

## **Behavioral Expectations**

We expect that the children will cooperate with the staff and the other children in the program. We expect all children to respect the rules and regulations of our center and to respect the rights of others. We expect that the children will treat the center's property with respect. Our approach to discipline focuses on self-control. Rules are developed and limits are set for four main reasons:

1. Possible harm to self
2. Possible harm to others
3. Damage to property
4. Infringement on the rights of others

## **We feel that our goals are best accomplished by utilizing the following guidelines:**

- Staff acts as limit setters – listening, clarifying and supporting positive decisions-making skills.
- **Positive** language and manners will be used to communicate limits and provide simple, consistent explanations.
- An environment structured to help children remember limits will be provided.
- Children are rewarded and recognized with praise for respecting limits.

## **Rules for Children - Stop, Think, and then Act!**

- 1. Safety first at all times and in all places.**
- 2. Treat others as you would want to be treated yourself.**
- 3. Always stay with your group and tell your teacher if you need to leave.**
- 4. Clean up after yourselves and help others.**

## **Guidance of Discipline Policy**

We expect that children will have difficult days from time to time and will need to be disciplined constructively. In most cases, we do not expect to proceed beyond point #2 below. Sylvania Community Services Child Care Department is committed to provide all enrolled children a safe atmosphere that fosters positive self-esteem development. Consequently, negative language or actions regarding a child's gender, ethnicity, size, or personal being will not be tolerated as this type of behavior is counterproductive to the goals of the child care center. This guideline also applies to parents while they are at the center.

Staff will not impose punishments for failure to eat, sleep, or for toileting accidents. Violation of this policy will result in disciplinary action based on our standard guidelines.

1. The unacceptable behavior will be discussed immediately with the child. The staff person will talk to the child about choices.
2. The child may be separated from the group and the activities for a short time, but will still be supervised. During this separation, the child will write or will dictate a discipline plan to identify the misbehavior and ways to change it. It is hoped that he will be able to return and deal with the situation in an appropriate manner in a very short period of time. The child may be asked to write an "I did it" report to discuss positive choices.
3. If the behavior problems continue they will be discussed with the parents and a solution to the problem will be worked out. If after the discipline plan, the problem continues, the parent will be called.
4. If the behavior problem continues after discussing it with the parent, and the child still will not cooperate, a parent will be called, and the child will need to be picked up immediately.
5. A child may be suspended from the program for up to five days for serious or recurrent infractions. Prior notification will be given to parents at least 24 hours in advance that suspension is the next step. However, immediate suspension can occur depending on the severity of the situation.
6. If upon return to the program following suspension, the child's behavior continues to be inappropriate, enrollment may be terminated. Parents will be given at least 24 hours advance notice. However, immediate suspension can occur depending on the severity of the situation.
7. A child who has been removed from the program may be eligible for re-entry in the program after a 2 year period.
8. The center's method of management and guidance apply to all employees of the center.

## **Emergencies and Accidents**

Emergency files will be kept for each child at each site. Parents receive notification by phone from the child's teacher of any symptoms of impending illness (headache, stomach ache, fever, vomiting, etc.) Parents will be expected to leave work or make arrangements for someone else to pick up a child who appears to the teacher or administrative staff to be too ill to remain in the program. Until the parent arrives, the child will be excluded from the activities with other children. The child will rest in a quiet area, secluded from the main area of activity and supervised by a staff member. If, after every effort has been made to contact the parent/guardian, they cannot be reached, we will call the emergency telephone numbers that the parent/guardian has listed on the Emergency Health Information Form (EHI).

If it is required, emergency first aid will be administered and a staff member will remain with the child until the emergency squad arrives. The child will then be transported to the place indicated on the EHI. Staff members have been trained in first aid and CPR at each site.

An incident/injury report will be completed when an accident or injury occurs. A copy will be given to the parent/guardian on the day of the incident.

If a child requires a hospital visit, the incident report will be available 24 hours after the incident occurs. The center shall also contact ODJFS licensing personnel within

24 hours. The incident report will be provided to licensing within three days of the incident.

In the event of an evacuation at the child care site, parents will be called from the schools designated evacuation site to come pick the child up. All evacuation sites are within walking distance of the child care sites. Secondary evacuation sites require transportation from the Sylvania School buses.

### **Fire Drills and Evacuation Locations**

Fire drills are scheduled monthly and documented on forms provided by the Sylvania Fire Department. Tornado drills are scheduled for the months of April through June. They are documented on the same form, which is posted with all required postings. Evacuation drills are done twice a year. The following locations are as follows:

<b>School</b>	<b>First Site</b>	<b>Second Site</b>
Hill View	Arbor Hills Jr. High	Whiteford School
Whiteford	Arbor Hills Jr. High	Hill View School
Highland	St. Stevens Church	First United Methodist Church
Central	Rite-Aid	Meijers
Maplewood	First United Methodist Church	Woodrow Child Care Center

### **Incident Reports**

The Center will initiate an incident report when the following applies:

- Illness which requires first aid treatment
- Accident which requires first aid treatment
- 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.

### **Management of Illness**

Staff members are trained to recognize the common signs of communicable disease by Red Cross Training or a registered nurse and in hand washing /disinfection procedures and shall check each child daily as he enters the group for symptoms (per state law). The center shall immediately notify the parent/guardian of the child's condition when a child has been observed with signs or symptoms of an illness. EHI contacts will be called to pick up the child from center in this order: parents and if no response the other two contacts will be called next.

A child with any of the following signs and symptoms of illness shall be immediately isolated and discharged to his parent/guardian or parent designee:

- Diarrhea (3 or more abnormally loose stools within a 24 hours period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Redness of eyes, obvious discharge, matted eyelashes, burning and itching.
- Stiff neck with elevated temperature.
- Temperature of 100 degrees Fahrenheit when in combination with any other signs and symptoms of illness.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Sore throat or difficulty swallowing.
- Vomiting more than 1 time or when accompanied by any other signs or symptoms of illness.
- Evidence of untreated lice or scabies or any other parasitic infestation.
- Difficult or rapid breathing
- Yellowish skin or eyes

Decisions regarding whether the child should be discharged shall be determined by the administrator, and the parent/guardian. While isolated at the center, the child shall be supervised by a staff person trained in first aid, CPR, communicable disease recognition, and child abuse prevention. A child will be provided a cot in a room or portion of a room not being used for child care. The child will be within sight/hearing of an adult at all times, never being left alone. The child will be readmitted to original classroom upon approval of one of the administrators.

A mildly ill child may be cared for within the child's group. The child shall be observed carefully for signs and symptoms of worsening conditions. If the child exhibits such signs or symptoms, he/she will be isolated from the group. Any medication that needs to be administered by staff requires a form to be completed by parents and possibly the physician/dentist. (See medication section).

In the event of a communicable disease outbreak at the center, each parent will be notified in writing. A "Child Day Care Center Communicable Disease Chart" shall be posted at all times in each day care center and at all sites. These are located at all main check in/out locations.

### **Medications/Food Supplements/Modified Diets**

We prefer not to administer medication of any kind. However, we understand that there are some circumstances in which it becomes necessary for the child to take medication during day care hours. For protection of the child the following regulations will be mandatory:

- The centers are only allowed to administer non-prescription medication for 3 consecutive days.
- Medications will be dispensed by a designated staff member only. Children shall not administer their own medication.
- A Medication Form, available in the SCS child care office, must be filled out by the parent and/or physician before any medication (prescription, non-prescription, or lotions) can be administered.

- Medication prescribed by a physician should be in the original container with the pharmacist's label indicating name of child, name of doctor, name of medication, amount of and time of administration of medication.
- Non-prescription medication must also be in its original container with the name and amount of dosage indicated.
- It is the parents' responsibility to notify the center when the medication has been discontinued or changed.
- The center does allow the possession and use of inhalers if the child is in third grade or higher and able to administer the inhaler themselves. For younger children the parent will need to fill out a Medical/Physical Care Plan form and an Administration of Medications form.
- Any modified diet, where food groups are actually eliminated from the child's diet will require a Medical/Physical Care Plan form.
- Any food supplements will require a Medical/Physical Care Plan form and Administration of Medication form.

### **Children with Special Health Needs**

If you have a child who has special health needs, please check with the administrator so we can explain our procedures, and you can tell us how you feel your child can best be cared for while in day care. There is a Health Care Plan that must be filled out. Any school-aged child requiring medication, either daily or for an emergency, needs to fill out a Health Care Plan form and medication administration form from the office.

### **Water Safety Plan**

Children are taken to pre-approved swimming areas. They are supervised by staff and Water Safety Instruction Lifeguards are present. Life guards are not counted into our ratios. Written permission for all swimming situations is required by parents.

- The use of hot tubs, saunas, and spas are prohibited.
- Staff will take a head count before, during, and after leaving the pool areas.
- Swimming safety rules must be reviewed every time the children go swimming.
- Swimming test will be required for deep water swimming per swimming site.

**Thank you for choosing Sylvania Community Services Child Care Program. Please call us at 419-885-2451 with any questions.**

**Page Rostetter  
Child Care Director**

**Desiree Thompson  
Assistant Child Care Director**