



A Program of Sylvania Community Services

A trusted child care provider for over 25 years

Parent's Manual

Woodrow Child Care Center

**5900 Woodrow
Sylvania, Ohio 43560
Hours: 6:30 am to 6:30 pm M-F
419-517-1367**

**Main Office
Sylvania Community Services
4747 N. Holland Sylvania Rd.
Sylvania, OH 43560
Hours: 8:00 am to 4:30 pm M-F
419-885-2451 (phone)
419-882-1639 (fax)**

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 childrens 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> .

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.

Introduction

It is the goal of the Woodrow Child Care Center to provide the children with a nurturing, positive, safe and developmentally appropriate environment. The children will be provided with loving and trained staff who will work with them to encourage social, emotional, intellectual and physical growth and development.

The Woodrow Child Care Center is located at 5900 Woodrow, Sylvania, Ohio 43560. The Woodrow Child Care Center is a program of Sylvania Community Services. We are licensed by the Ohio Department of Job & Family Services (ODJFS). The license is posted in the main lobby area. The laws and rules are available for your review upon request. The Center's licensing records including compliance reports, evaluations from the health building and fire departments are available upon request at ODJFS. The toll free number is 866-886-3537 option 4 and is available to any person who suspects violation by the center. It is unlawful for any center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, disability or national origin. Entrance is through the main double doors. All tours and registrations are scheduled through the main SCS office.

Curriculum

Children in the program are involved in a variety of developmentally appropriate experiences that include Math, Science, Social Studies, English Language Arts, Music, Outdoor Play, Free Choice and Art.

Preschool programs in accordance with "Rules for Preschool/Chapter 3301-37" must adopt a curriculum that is aligned to the Early Learning Content Standards and assess (semi-annually) students' progress towards achieving those outcomes. We have chosen the Creative Curriculum. The Creative Curriculum is more than an assessment measure; it is a comprehensive and linked system that includes assessment/evaluation, curricular and family participation components. The curriculum is aligned with the Early Learning Content Standards.

Parent/ teacher conferences will be set twice a year to assess the child's progress; parents may also request a conference as needed.

Upon Enrollment

Upon enrollment, each child is required to have current health records, emergency transportation info, parent roster, and a current physical on the form we provide. These forms are required by the state of Ohio. A deposit and registration fee are also required. 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, cell and work telephone numbers and addresses, two nearby emergency contacts and pick up information. Sylvania Community Services reserves the right, at our discretion, to refuse admission of any child. Reasons for denial of admission may include refusal to follow policies, re-occurring behavioral problems, or failure to pay outstanding child care invoices.

Arrival and Departure

A parent, guardian, or designated person dropping off or picking up children **must** enter the building and take the children to or from his/her classroom. **No child is to enter or exit the building on his/her own.**

Parents/guardians must check the child in and 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 clocked 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 the staff person will 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. **Upon arrival/departure ODJFS requires all children and staff to wash their hands.**

Preschool Daily Schedule

6:30-8:30	Free Play
8:30-9:00	Clean-up/Restroom/Snack
9:00-10:15	Individual choice/Center time/Activities
10:15-10:30	Circle Time
10:30-11:00	Music
11:00-11:30	Outside Time
11:30-11:45	Restroom break
12:00 -1:00	LUNCH
1:00-2:30	Nap/Rest Time
1:30-2:45	Individual Choice & Activities
2:45-3:00	Clean-up/Restroom
3:00-3:15	Snack
3:15-6:30	Outside / Finish up activities

Supervision of children

- No child will be left alone or unsupervised by a staff member.
- 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 clock in using the time clock. If a child is not clocked in or out on the day he comes, the maximum time charge will be made. The children will only be released to a person showing a picture ID. This person's name must be printed on the pickup list for the child.
- This center has 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 is trained in First Aid, CPR, Child Abuse Prevention, and Preventing Infectious Diseases. 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 center 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 first aid, or a child is transported in case of an emergency, the center 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.

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

Discipline

Re-direction will be used whenever possible. Children will be encouraged to make appropriate decisions and when they do not, the following measures will be taken:

1. The unacceptable behavior will be discussed. The caregiver and the child will talk about other choices the child could have made.
2. The child will be re-directed to a new activity. If the behavior continues the child may be separated from the group and activities for a short time, but will still be supervised.
3. If the behavior problems continue they will be discussed with the parents in a conference and a discipline plan will be developed.
4. If the behavior problem continues after discussing it with the parent, and the child still will not cooperate, the parent will be called to pick up the child immediately for the day.
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 in 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.
9. Biting will not be tolerated, if a child's biting becomes habitual or dangerous for the other children and staff, the child's enrollment may be terminated without advance notice. If this situation occurs, re-enrollment of the child will be considered after the biting phase has passed.

Lunch

Children are required to bring a packed lunch daily. 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 served to the children between 9-9:30am.
An Afternoon snack will be served between 3-3:30pm.
All snacks will consist of two food groups and follow the ODJFS snack guidelines.

Emergencies and Accident

Emergency files will be kept on site for each child. 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 pick up 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.

Incident Reports

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.

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

- Illness which requires first aid treatment
- Accident which requires first aid treatment
- Injury which requires first aid treatment
- Bump or blow to the head
- Administration of syrup of ipecac (only under advice of Poison Control Center)
- 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 the 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 patch(es), 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, 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 re-admitted 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)

Medications

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 center is 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 the medication, dosage and time for administration of medication.
- Non-prescription medication must also be in its original container with the name and amount of dosage indicated.
- It is the parent's 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 capable of administering the inhaler themselves.

Children with Handicaps or Special Needs

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

Clothing for Preschool

Many of our daily activities are messy; please keep this in mind when choosing your child's clothing. It is also important to allow your child maximum independence by choosing zippers and fasteners that are easily manageable during toileting and active play. We also request a complete change of clothing be kept at the center in the event your child needs a change. Please mark all extra clothing with your child's name.

Toileting

All children must be potty trained. Our center is not licensed for diapering. The teachers will assist with **occasional** accidents when necessary. If your child is still having accidents after two weeks of regular attendance (*based on administrator's discretion*) we will ask that you discontinue our program until potty training is complete.

Napping

We do have a scheduled nap time daily, all children are encouraged to rest on a cot for 20 minutes. If he/she does not fall asleep after 20 minutes, quiet activities are provided. Your child should bring a blanket to day care for nap time. He/she is also welcome to bring a "snuggle" item if needed.

Program Fees

SCS operates on a "Pay as you Stay" policy with a one day per week minimum fee. A deposit and registration fee are required during registration. All Program fees will be paid to Sylvania Community Services. Payment is due 5 days after statement date. A \$10.00 late fee will be charged.

Early/Late Policy

For early drop off/late pick up (before 6:30am or after 6:30pm) a charge of \$1.00 for every minute that the child arrives before opening and/or remains after closing time will be assessed and paid at that time to the caregiver. If the parent does not have the cash on hand, the late charge will be billed to the child's invoice.

Outdoor Play

The center shall provide outdoor play each day, in suitable weather conditions, for children in attendance four or more consecutive daylight hours. The staff will use good judgment when choosing outdoor play time.

There will be no outdoor play when the temperature is 20 degrees or lower (this includes wind chill) or 90 degrees or higher.

Water Safety Plan

Children are taken to approved swimming areas. They are supervised by SCS staff and Water Safety Instruction Lifeguards. Life guards are not counted into the 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 before 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.

Holidays

There will be no child care on the following scheduled legal holidays: Martin Luther King Day, President's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after, Christmas Eve and Day, and New Year's Eve and Day.

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. If parents and/or guardians or employees need assistance with any problems related to the child care program they should report it to the site administrator/Child Care Director and/or Assistant Child Care Director. Administrative hours are 8:00am-4:30pm M-F. The telephone number is (419)517-1367 for the Site Administrator. The telephone number for the Child Care Director and Assistant Child Care Director is (419)885-2451 Ext 227 or 228.

- 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 teachers or administrators.
- Staff members are encouraged to talk with parents and discuss the child's program involvement daily.

- Parent advisory groups will be formed as needed. 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.
- Children 5 years and under will have a conference each year. This will be kept on file.

Field Trips

Occasionally, field trips may be a part of our program. These may include places in walking distance such as a park, fire station, etc. Children who are 4 years of age are not allowed on driving field trips due to safety belt laws.

Withdrawal

When you are completed with the program, call the office. Your deposit will be credited to your account. If an account balance is not owed, a check will be mailed to you within 10-14 business days.

Inclement Weather and Emergency Closing Policy

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.

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