



ginghamsburg

**preschool and  
childcare center**

# Parents Handbook

UPDATED August 2023

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## **WELCOME**

### **Family Letter**

Dear Families,

Welcome to Ginghamburg Preschool and Childcare Center (Center.) We are very excited to be partnering with you in nurturing your children. Our Christ-centered atmosphere and staff fosters your child's spiritual, social, emotional, physical, and cognitive developmental needs with love and compassion.

Our Center strives to provide the finest care possible. Our Center is currently rated as a 4-Star center through Ohio's Step Up to Quality Program. Achieving accreditation requires that the Center not only meets all state licensing requirements but meets the national standards regarding the early care and education of young children on a consistent basis.

Our Center offers a wide variety of learning experiences that help develop your child's independence, problem solving skills and a foundation for life-long learning. The classroom and playgrounds are designed to provide optimum growth and development for young minds and bodies.

Our teachers are dedicated to the continued development of professionalism and education. Your child's teacher is trained to meet and understand the specific needs of your child and partner with you to nurture your child's overall growth in the child development framework.

If you have any questions about your child's progress or experience, please call the office at 937.667.5285 to schedule an appointment.

Thank you for choosing our Center to serve your family.

In God's Love,

Ginghamburg Preschool & Childcare Center Director

### **Ohio Administrative Code Information**

The Center is licensed to operate legally through the Ohio Department of Job and Family Services (ODJFS.) The license is located in the Center's administrative offices.

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

The administrator and each employee of the Center is required, under Section 2151.421 of the Ohio Revised Code (ORC) to report their suspicions of child abuse and/or child neglect to the local public children's services agency.

Any parent or guardian of a child enrolled in the Center shall be permitted access to the Center during hours of operation. Upon entering the Center, the parent or guardian must stop in the administrative office first and notify the Director of his/her presence.

The licensing inspection reports and compliant investigation reports for the current licensing period are posted in the Center's administrative offices for review.

The licensing record including compliance report forms, compliant investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the ODJFS.

It is unlawful for the Center to discriminate in the enrollment of children on the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act (ADA) 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 rule 5101:2-12-3 of the ORC.



## **Statement of Faith**

### **God is God**

We believe that God is God: the all-loving, terribly mysterious yet deeply personal architect of the universe. Father, Son and Holy Spirit all wrapped into one.

### **Jesus is Lord**

We believe that Jesus is Lord. Not our politics. Not our sports. Not our past, present or future. Not even our streaming subscriptions. Jesus' life, death and resurrection enlighten the way we live.

### **God Moves People**

We believe that God moves people. We are the only hands and feet God has, and our bank account is God's bank account. We discover and live out our God-purpose. We exist to love. We are better together.

### **Empowered by the Holy Spirit**

We believe people are empowered by the Holy Spirit. It's not a birthright of the super-spiritual. Anyone who says yes to Jesus is given special powers (spiritual gifts) to make the world a better place.

### **Resurrection**

We believe in resurrection. Not zombies. The living dead are still dead. Jesus died, and God brought him back to life. It's built into the rhythm of creation: The blind will see, the lame will walk, the last will be made first... and the dead will rise. The breath of God is the cure for life-decay.

### **God's Kingdom**

We believe God's Kingdom is now and later. Present and coming. It's not American, Italian, African, Asian or "anyotheran." We hear it when justice cries loudly in the streets, and we feel it when we recline with the poor. We see it in the eyes of children, and we taste it in meals shared with enemies. God's Kingdom is upside down.

### **The Bible**

We believe the Bible is the inspired word of God. The collective books are written words that point us to the Living Word in Jesus Christ. It's not a prop or a fairytale. It's designed for reflection, rumination, conversation, and questioning. It was fashioned out of the stories of creation and is the primary source by which we live our lives.

We exist as a community to help broken people, all people, find healing in Jesus.

We are putting our faith in action. We love Jesus and are doing something about it. We believe God wants to deploy our hands, feet, heads, belongings, and bank accounts to partner with God to experience heaven on earth.

We are sharing food. Because Jesus eats with everyone, we eat with everyone. Food is one of the best tools we have to share our stories, lives, and faith with others.

## **GENERAL CENTER INFORMATION**

### **Location**

Ginghamsburg Preschool & Childcare Center  
6759 S County Rd 25A  
Tipp City, OH 45371  
Ph. 937.667.5285  
Fax. 937.744.4527  
ginghamsburgpreschool.org

### **Operation Hours**

Monday through Friday  
7am-6pm

### **License Information**

The Center is licensed through the State of Ohio Department of Job and Family Services (ODJFS.) A copy of the Center's licensing rules is available in the administrative offices. Parents and teachers can review at any time. The Center's license and state inspections are available for review in the administrative offices.

### **Our Mission**

Partnering with parents in connecting children to Jesus Christ.

### **Our Values**

- **Servant heart...**be the hands and feet of Jesus.
- **Committed...**to each other, the children, and their families.
- **Passionate...**about our Preschool & Childcare ministry.
- **Respectful...**in words, deeds, and in our differences.

### **Preschool and Childcare Philosophy**

We believe that children learn through meaningful experiences that enhance their social, emotional, cognitive, physical, and spiritual developmental stages. Learning is a process that is always taking place as children make new discoveries about our world each day. We believe in the potential of children and strive to create an environment that promotes adventurous exploration. As teachers support children in their exploration, significant learning takes place. We value families and endeavor to provide opportunities to build a sense of community with our program.

### **Eligibility**

In order for a child to be eligible to attend the Center, he/she must:

- Meet the specific age requirements for the program in which they are enrolling.
  - Half-day preschool children must be at least age 3.
  - Children must be fully potty trained and able to take care of all bathroom needs independently.
  - Schoolage children may attend up to their 12 birthday.
- Provide a complete health record and child's medical statement signed by a physician.
  - All forms are provided in the registration packet. Additional forms are located in the administrative offices.

- The child's medical statement form is required by law to be updated and signed by a physician annually.
- Parents/Guardians of special needs children need to make an appointment with the Director in advance of enrollment. The purpose of this appointment is to determine if the Center can safely meet the needs of their children.
- If your child has an Individualized Family Service Program (IFSP) or Individualized Education Program (IEP), it is helpful for the Center to review with the parents to determine if the Center can meet the needs of the programs.

### **Enrollment**

The following items must be completed and submitted in order to enroll your child.

- Registration and tuition agreement with parent/guardian signature.
- Immunization records (must be submitted within 2 weeks of enrollment or your child is not eligible to attend.)
- Health record signed and dated by a physician (must be submitted within 2 weeks of enrollment or your child is not eligible to attend.)
- Signed emergency medical care release form.
- Paid registration fee and enrollment in Tuition Express for automatic payment withdrawal.
- Enrollment form for CACFP.
- Media release.

### **Center Closing Policy**

- \*The Center is scheduled to provide care for children all 12 months and will strive to be closed only on approved holidays and in-service days.
- The half-day preschool follows Tipp City Schools nine-month school calendar. If there is a 2-hour delay the half-day preschool is still open. Half-day preschool closes if Tipp City Schools closes.
- \***Note** the Center may be closed due to inclement weather or emergencies, on a case-by-case basis. The Facilities Director, Business Manager and Preschool Director will have a conversation to determine.

### **Weather-Related Closings**

- Our Center strives to remain open at all times, however, in extreme weather conditions, our Center may close.
- Parents should listen to the following media outlets: WHIO Channel 7, WDTN Channel 2. The Center is listed as Ginghamburg Christian Preschool and Childcare Center. It will also be listed through Procure and our Facebook page.
- If Tipp City schools close due to weather, the Center's half-day preschool classes are automatically canceled. The rest of the Center remains open unless otherwise notified.

### **Calendar**

- The Center's calendar is based on the Tipp City Schools calendar, however, the Center reserves the right to make exceptions and changes as necessary.
- The Center is closed two days in August for Teacher-In-Service training. Parents/guardians will be advised of these dates one month in advance.
- If a holiday falls on a weekend the holiday is observed on either a Friday or a Monday as determined by the Ginghamburg Lead Team.

- Holidays Observed
  - New Year's Day
  - Martin Luther King Day
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Thanksgiving
  - Day after Thanksgiving
  - Christmas Eve
  - Christmas
  - Day after Christmas

## **PARENT PARTNERSHIP**

### **Personal Items**

- Each child should bring an extra change of clothing clearly marked with his/her name. These clothes are stored in the Center in the event of any type of accident that would require a change of clothes. Parents should change stored clothes with the seasons.
- All coats, jackets, sweaters, hats, gloves, boots, etc. should be clearly marked with the child's name.
- **Bring your child suitably dressed for outdoor play every day. NO Flip Flops, only sandals with backstraps. Please no short shorts or crop tops. All appropriate skin should be covered at all times.**
- We ask that children not bring toys, money, or food to the Center.
- It is acceptable for children in our childcare program to bring a blanket, small stuffed animal, and a small pillow for cot time.

### **Parent Communication Policy**

- It is very important that parents and staff work together to communicate and partner with one another.
- Our Center uses the **Procure App** which allows us to communicate with families by sending messages, push notifications, and automatic daily reports to the email address provided by you upon enrollment.
- Parents/guardians are encouraged to download the Procure App and provide permission for all options of notifications to allow for more consistent communication between the Center and parents/guardians.
- Parents/guardians are welcome to contact the Center at 937.667.5285 should you have any questions or concerns regarding your child's experience or progress.
- Please advise the administrative office of any updated phone numbers or email addresses.

### **Parent/Teacher Conferences**

- Conferences are scheduled in the fall and spring of the school year for Preschool and Pre-K only.
- Your child's teacher will communicate the date/time of the conferences.
- During the conference, teachers review your child's assessment and answer your questions.
- Parents are asked to sign up for their scheduled conference.
- Your child will receive Brigance Screening in each classroom.

## **Family Events**

Our Center offers a variety of family events throughout the year. These events are announced in the classrooms and Procure. Family events include parties in the classrooms, Preschool graduation, and Open House, etc.

## **August Open House**

The Center's annual Open House is scheduled in August prior to the start of the fall program. The Open House gives parents, children, and friends an opportunity to meet our staff, tour our facility and meet other families.

## **Outdoor Play**

- Children will play outside in the morning and the afternoon on a daily basis throughout the entire year.
- Children will play inside if any of the following occur.
  - Temperature is below 32° with wind chill.
  - Above 90° with heat index.
  - Inclement weather.
  - Air quality alert.

## **Daily Routine**

A daily schedule is a valuable part of your child's experience. Children need to follow a daily routine that is predictable for them. A class schedule is posted inside of each classroom for your review.

## **LEARNING CENTERS**

The Center strives to provide an environment and experiences that enhance all the developmental areas. We utilize the Creative Curriculum in all classrooms. The monthly theme along with the Bible story drive the message home. Each teacher writes a detailed lesson plan that includes age-appropriate activities and materials, goals, objectives, and evaluation tools.

Each classroom is designed to encourage a sense of learning, discovery, and community. This is accomplished by planning and providing a variety of learning centers as well as experiences and activities that supports children's learning. Listed below are the curriculum centers that are set up in each classroom: Art, Dramatic Play, Block, Manipulative, Science, Math, Language Arts and Library.

## **Field Trips / Schoolage Program ONLY**

Several off-site learning opportunities are scheduled on an individual classroom basis as appropriate to enhance the lesson plans, learning themes and curriculum. Parent permission forms must be signed prior to children attending the trip. The Center uses church vehicles or contract busing companies for transportation. Name to face headcounts are taken before leaving, when on vehicle, when arriving at the field trip location, every 30 minutes during the field trip, when everyone is in line to get on vehicle, when everyone is on the vehicle and upon arrival at the Center. Students must wear the provided field trip shirts and proper shoes.

## **Water Play**

During the summer months, children are able to experience the joy of water through the use of small wading pools and sprinklers located in the fenced playgrounds. Parents are asked to provide a swimsuit, towel, sunscreen, and water shoes for their child. Children must wear water shoes for safety during water play. Parents must sign a permission form for their child to participate. For an extra fee sunscreen can be provided.

## **HALF DAY PRESCHOOL PROGRAM**

This program is designed to support early childhood children in their development as they grow in their knowledge about themselves and the world around them. Children are encouraged to explore and discover together as teachers plan activities that support all areas of development.

### **Teacher to Child Ratios**

State licensing through the Ohio Department of Job and Family Services (ODJFS) requires the following ratios to be followed in our classrooms.

- Age 3: One teacher per 12 children.
- Age 4: One teacher per 14 children.
- Age 5: One teacher per 14 children.

### **Half-Day Preschool Class Drop Off and Pick Up**

- Morning preschool classes begin at 9:15am. Children are escorted into their classroom by a teacher at that time.
- 12:15pm dismissal, please be prompt.
- A late fee of \$5 per minute is charged while your child remains in our care after 12:15pm. We ask that if you know that you are going to be late to please communicate with us.

## **INFANT & TODDLER PROGRAMS**

These programs provide a nurturing environment for children to explore and make discoveries about the world around them.

- Infant Program 6 weeks to 18 months.
- Toddler Program 18 month to 36 months

### **Teacher to Child Ratios**

State licensing through the Ohio Department of Job and Family Services (ODJFS) requires that the following ratios be followed in the classrooms.

- Infants (6 weeks and under 12 months) One teacher per 5 children or two teachers per 12 children.
- Infants (12 months and under 18 months) One teacher per 6 children.
- Toddlers (18 months – Age 2.5) One teacher per 7 children.

### **Infant and Toddler Nutrition**

Our Center partners with the Child and Adult Care Food Program (CACFP.) We supply formula for all infants up to 13 months and whole milk until age 2. In addition, the Center supplies cereal and stage 2 baby food until the child is able to eat table food or until 13 months.

If your child requires a different formula or breast milk, the following guidelines are required for parents by ODJFS.

- All prepared formula and food must be labeled with the child's name and date of preparation.
- The date of preparation cannot exceed 24 hours before the teachers receive the food.
- All bottled breast milk must be labeled with the child's name and the date it was brought to the Center and date expressed.
- Parents may keep a supply of formula that is clearly labeled with the child's name at the Center.
- If your child is breast-fed, you are able to bring in extra breast milk that can be stored in the Center's freezer.
- Parents must take all used bottles home each day.

- Parents are responsible for labeling all bottles and caps with the child's first name and last initial and placing labels on bottles and caps so that they are clearly visible.
- Parents are responsible for re-labeling when labels are missing or illegible.

### **Infant Schedule**

Children 6 weeks to 18 months have needs that vary. The Center makes every effort to accommodate each child's unique schedule. Teachers partner with families to establish daily routines.

### **Toddler Schedule**

Our toddler program is designed to provide a consistent schedule for children 18-36 months. A schedule is posted inside the classroom.

### **Potty Training**

Our toddler room includes a potty-training area for children who are learning to use the restroom independently. Children who are potty training are assisted by their teachers while in the process. It is best to begin potty training when your child exhibits signs or readiness. During this time several changes of clothes may be necessary. All soiled clothing is placed in a plastic bag to be sent home.

### **ACADEMIC CHILDCARE**

Our Academic Childcare program is designed for all ages. We offer full-time and part-time care. This unique childcare program offers quality care that includes a full preschool academic curriculum. We provide the opportunity for children to develop to his/her fullest potential. They are encouraged to value the gift of learning as we value the significance that each child brings to our program.

### **Teacher to Child Ratios**

State licensing through ODJFS requires the following ratios to be followed in our classrooms.

- Age 2.5: One teacher per 8 children.
- Age 3: One teacher per 12 children.
- Age 4: One teacher per 14 children.
- Age 5: One teacher per 14 children.

### **Nap and Cot Time**

All children who are attending more than five hours a day are required to have a quiet rest time in the afternoon. Children have their own labeled cot which they use each day. Music is played at the beginning of cot time to help the children relax. Children are not required to sleep, but they must rest quietly on their cots. Parents may provide a blanket, small stuffed animal, pillow for their child to use during cot time. These items are sent home each Friday for laundering.

Each infant has his/her crib with a sheet. Sheets are changed and washed weekly and as needed. Parents may bring a sleep sack from home and leave it at the Center for their child to use. Please be sure to label all belongings with your child's name.

Each toddler sleeps on a labeled cot. Cots are cleaned on a weekly basis and as needed. Parents are encouraged to bring in a special blanket, small pillow, stuffed animal for nap time. These items are sent home each Friday for laundering.

## **BEFORE AND AFTER SCHOOL-AGE PROGRAM AND SUMMER CARE**

Our school-age program provides quality before and after school care for children grade Kindergarten up to age 12. We offer a summer school-age program that provides full-time care while including lots of fun summertime activities. Children enrolled in our school-age program enjoy spending time in the Avenue and on our school-age playground. Our teachers also look for opportunities to take learning off-site in real life experiences through planned field trips. Our focus is fun, faith and serving.

### **Teacher to Child Ratios**

State licensing through ODJFS requires the following ratios to be followed in our classrooms.

- Children grade K-up to age 12: One teacher per 18 children.

### **Busing to our Center**

Tipp City Public Schools buses children to and from the Tipp City Public Schools. We ask that parents list our Center on the transportation request. Parents need to notify the administrative office if their child will not be transported to our Center due to illness, appointments, or alternative care plans.

### **Swimming**

School-age children occasionally participate in a swimming field trip during the summer months. Public swimming pools are used with an adequate number of trained lifeguards to meet licensing requirements. All parents are notified regarding upcoming swimming trips and are required to sign a field trip permission form, indicating if their child is a swimmer or a non-swimmer.

### **Field Trips**

Only students whose parents have signed a permission slip may attend. **Childcare may not be provided for students not participating in field trips depending on the circumstances.** The Center uses church vehicles or contract busing companies for transportation.

## **FOOD PROGRAM**

We have implemented the CACFP food program into our Center routines. Each day we serve breakfast, lunch and afternoon snack that meets the USDA nutritional requirements. Half day preschool students receive breakfast each day. Menus are in the administrative office and posted in each classroom, including substitutions when needed. Outside food **is not** permitted, without a doctor's note. Have your child finish all their food before entering the Center. **Our Center is a peanut free facility.**

### **Food Allergies**

A special diet form filled out by your child's physician is required if your child has specific food allergies or is on a special diet. A copy of this form is given to the Food Service Manager and your child's teacher to ensure proper administration of food.

### **Food Service Policy**

- **Before:** When staff serve food to the children in the Center, they must clean tables before and after each meal. After tables have been cleaned, the staff members should wash their hands and wear gloves before handling any food or items in which food will be served in/on. In addition, each child should wash/dry hands before each meal.
- **During:** Plates or bowls and paper towels should always be used when food is served to children, unless food is being served on a highchair tray which must be cleaned and disinfected between uses.
- **After:** When children are finished with their meals, staff should clean and disinfect the table tops. Chairs should be spot checked and cleaned if necessary, and the floors should be swept and clean of any remaining food or debris.



### **Civil Rights Compliance**

In accordance with Federal law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to the USDA director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20004 or call 202.720.2791. USDA is an equal opportunity provider and employer.

### **FINANCIAL INFORMATION**

#### **Security Card Deposit**

Our security system requires you to have a keycard that electronically unlocks our Center's doors in the main building and Avenue. A \$15 deposit is required for each keycard received. Deposits are refunded at the end of the program if the keycards are returned promptly in reusable condition. Replacements keycards are \$15 each.

#### **Making Payments**

Payments are made through Tuition Express enrollment ONLY and is required when you register your child. Fees are billed weekly, and payment will be processed every Tuesday. There is an additional 2% charge for credit/debit card transactions. Requests to process payment on a different date is an additional \$10 fee.

#### **Returned or Declined Payments**

In the event of a returned or declined payment you will be notified immediately by email or phone call. All fees must be paid within 2 weeks, or your child will be dis-enrolled from the Center. A \$35 fee will be applied for return or declined payments.

#### **Financial Assistance**

Those requiring financial assistance should contact ODJFS. Our Center is contracted through the State of Ohio and accepts Title XX through this agency for qualifying families. All qualified clients are responsible for their weekly co-payment. The TAPS system tablets are located outside the administrative office in the main building and in the Avenue building for our school-age program.

It is the responsibility of the parent/caregivers to sign in/out times daily. In addition, it is your responsibility to check your times at the end of each week. Failure to enter times daily, could result in parents paying full tuition price. If your account is more than two weeks overdue your child could be disenrolled from the program.

#### **Tuition Agreement**

Childcare hours are based on the registered hours indicated on your registration form. **Parents are responsible to pay for their registered hours whether or not their child attends our Center.** If the parent takes the child home early, the fee remains the same. We do not refund fees for scheduled Center closings, weather or holiday closings as these days are taken into consideration when evaluating and setting the fees yearly.

#### **Registered Hours**

When registering, you have the opportunity to indicate which program and the anticipated days and hours in which you are enrolling your child. **It is important that you do not bring your child to our program on days for which they are not registered.** If you need to change your child's schedule, please

stop by the administrative office to verify availability, and update your child's registration form and tuition agreement.

### **Tuition Fees**

Tuition fees are evaluated annually and based on a calendar year. Rates are subject to change at the discretion of the Center. Parents will receive written notification.

### **Monthly Half Day Preschool Payments**

Payments will be processed using Tuition Express on the first Tuesday of each month. The preschool program fee is prorated in August and divided into 9 equal payments paid September through May.

### **Childcare Free Day Credit**

Parents of children enrolled in our childcare program are eligible for two-weeks free day credit throughout the school year (September to May.) The free day credits are equivalent to two-week period which is based upon the number of days your child is enrolled for one week. If your child is enrolled for 5 days a week, you receive 10 free days.

During the summer program, (June-August) the free days are equivalent to a one-week period which is based upon the number of days your child is enrolled for one-week. If your child is enrolled for 5 days a week, you receive 5 free days.

Free days can be used in lieu of payment during Center closings, holidays, vacation, or sick days. Please notify the administrative office one week in advance of planned vacations and within one day for sick days to enable us to prorate your fees accordingly.

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

A late fee of \$5 per minute is charge for every minute your child remains in our care after 6pm or 12:15pm for half-day preschool students. Please call if you are going to be late. This **does not** waive the late fee, however, it allows us to reassure your child that you are on your way to pick them up.

### **Voluntary Withdrawal**

Parents are required to submit a written notice at least two weeks prior to removing their child from our Center. If a two-week notice **is not** given, parents are still responsible for the fees for the remaining two weeks.

## **CENTER BENEFITS**

### **Family Discounts**

Families with multiple children enrolled in the Center receive 15% discount for additional children. Parents pay the highest tuition fee in full, and discounts are applied to lesser tuition fees.

### **Center Staff**

Our staff plays an important role in providing quality care and education to children and their families. Teachers are trained in CPR, First Aid, Child Abuse and Neglect and Communicable Diseases. All teachers participate in at least 10 hours of Ohio approved training each year.

### **Preschool Facebook Group**

This is a private page and is monitored, you must send an invite request to join.

## CENTER POLICIES AND PROCEDURES

### Birthdays

We encourage you to allow your child to celebrate birthdays with their friends at school. If you would like to bring a special treat for your child's birthday, please make prior arrangements with your child's teacher and contact the administrative office to make sure that there are no other food allergies in that classroom. All items must be store bought with label intact, **peanut free and made in a peanut free facility**. Items must be brought to the administrative office to be verified.

### Drop Off and Pick Up Policies

- Children must be escorted at all times by an adult. **DO NOT** drop off your child outside and let them walk into the building alone.
- Parents are required to sign their child **IN** and **OUT** each day.
- Parents be sure the teachers are aware of your child's presence.
- Children are only released to authorized adults.
- Persons authorized to pick up children must be able to show a picture identification before the child is released into their custody. The Center matches the name to the authorized pick-up list. Please advise your authorized persons of this policy. All authorized pick-up persons must be 18 years or older.

### Custody and Legal Guardian Agreements

- Copies of the legal court documents are required for the child's file.
- The Center only releases children according to the custody agreement.
- In lieu of custody agreements, the Center takes a neutral stance.
- Parents **are not** permitted to ask teachers for recommendation letters or any other information, please refer all those requests to the Center's Director.
- The Center **will not** serve as a mediator or communicator between the parents and/or legal guardians. If necessary, the Director will meet with parents and/or legal guardians to discuss a Shared Custody Communication policy.

## SECURITY

### Electronic Security System

- The Center's security system secures the Main Buildings first and second floor area where children are present. Three of the interior doors, two on the first floor and one on the second floor, have an electronic keypad installed as well as an intercom system.
- All teachers and parents should use these doors and their assigned key card at all times while in the Center.
- The Center's areas are accessible only to approved personnel with keycards.
- The Avenue interior doors have an electronic keypad installed.

### Security Cameras

- As an added security feature and benefit to our staff team and parents, video cameras are mounted in every classroom of our Center.
- Cameras are angled so that they **are not** in view of changing tables or restrooms.
- Each family receives information on how to register.
- They will be able to log on at any time during the center hours to view their child's classroom.
- Each session will log out after 15 minutes, requiring them to log on again.

## Publicity and Video Statement

- To ensure the safety of all children, staff, parents, and visitors, as well as the security of our daycare facility, the Center is equipped with a 24-hour video surveillance system.
- Security cameras are installed in all classrooms and hallways and may conduct video surveillance of any portion of its premises at any time.
- The only exception being private areas of restrooms. Video/security cameras are positioned in appropriate places within and around the Center and used to help promote the safety and security of people and property.
- Parents and their families only have access to the cameras associated with their designated children.
- Our Center may rely on the images obtained by the video surveillance cameras in connection with the enforcement of Center policies and other applicable law, including, but not limited to student and staff discipline proceedings and matters referred to local law enforcement agencies in accordance with applicable law.
- Video images may become part of a student's educational record in accordance with applicable law. Video images or recordings may be subject to disclosure in response to a lawfully issued subpoena or court order.
- For the privacy of the staff and students, only the Directors are permitted to access the video.
- During Center related activities, children may be photographed and videotaped on approved Ginghamburg equipment.
- To respect the privacy of staff, students, parents and administration, we strongly discourage parents from posting Center related pictures or videos on any social media sites.
- Please be advised the Center is not and cannot be responsible for photographs posted on any social media sites by parents, guardians, or other persons.

## Classroom/Playground

- Each room uses a single door access to prevent unauthorized people from entering.
- Each room has interior locks so that individual classrooms are secure.
- Each room is equipped with a phone and walkie-talkies.
- Playground exterior gates are locked.
- Teachers utilize a two-way radio system and cell phone on the playgrounds and in the Avenue.

## Safety Polices

- **Supervision:** Children are never to be left unattended or unsupervised.
- **Headcount:** Teachers complete name to face headcounts every 30 minutes throughout the day and record in Procure.
- **Fire Emergency:** Fire drills are held each month. Fire drill map routes are located close to the light switch in each classroom's primary entrance door. Emergency lights and fire extinguishers are located throughout the Center.
- **Tornado Emergency:** Tornado drills are scheduled monthly March-November. The shelter location map is located close to the light switch in each classroom's primary entrance door.
- **Emergency Evacuations:** Emergency evacuation plans are posted in each classroom. Each employee is familiar and able to act in accordance with the plans inside or outside the premises. The Center used the Avenue for immediate evacuation.
- **Active Shooter Response:** In the event of a violent intruder staff will follow the Center's policy in keeping children safe. Parents will be contacted through Procure with important details and instructions. The Center will complete quarterly drills.
- **Accident/Injury:** If an accident/injury occur to a child, the employee is to notify the Director immediately. If it is a serious injury or head injury the Director notifies the parents immediately. The

Director and employee will complete a report in accordance with Rule 5102:2 12-49 of the Administrative Code. An accident/injury report will be completed, parents will be asked to read and sign, a copy will be given to them. The original will be filed in the administrative office.

- **Medical Emergency:** Parents must provide current emergency information to the Center. If your contact information changes, please notify the administrative office. In the event of an emergency, parents are notified immediately. If parents or those authorized to act on their behalf cannot be reached, the signed emergency medical release form is used to secure the necessary medical treatment at the hospital. Children are transported by emergency squad if hospital care is needed.
- **Aerosol-Sprays:** Use of any aerosol sprays is prohibited in the direct presence of a child.
- **Aerosol Sunscreen:** Is acceptable when applied outside with distance between children.
- **Communicable Disease:** When a child is diagnosed with an illness listed on the communicable disease chart, the Director and employee will ensure that the appropriate informational document is handed to each parent in the exposed class by 6pm. The communicable disease chart is located in the administrative office.
- **Emergency Contact Information:** Every child's emergency contact information is located in each classroom binder. To add or makes changes to this information, stop by the administrative office.

## **GUIDANCE POLICIES**

### **Behavior Management Policy**

Teachers assigned to supervise a child, or a group of children shall be responsible for their guidance and management. Child guidance and management measures shall take place at the time of incident and/or as soon as the issue can be safely addressed. These measures will be developmentally appropriate for the child, consistent, and explained to the child. The teachers shall use developmentally appropriate techniques suitable to the children's ages and relevant to the circumstances such as, but not limited to.

- Setting clear limits by redirecting the child to an appropriate activity, showing children positive alternatives, modeling the desired behavior, reinforcing appropriate behavior, encouraging children to control their own behavior, cooperating with others, and solving problems by talking things out.
- Intervene when needed as quickly as possible to ensure the safety of all children.
- Use developmentally appropriate separation from the situations only as necessary. The separation must last no more than one minute for each year of age of the child and must not be used with infants. When the child is to return to activity, the teacher shall review the reason for separation with the child and discuss with the child what behavior is expected.
- Communicate and consult with director, parents or guardians prior to implementing any specific behavior management plan. This plan shall be in writing and signed by the parent/guardian and must be consistent the with requirements of this rule. If usual behavior management techniques do not prove to be effective, outside resources may be contacted to observe the classroom and an individual child or children.

Teachers are instructed to call the Director if they are having challenges with behavior management in their classroom or if a child is not responding to positive behavior support or redirection.

If a child is hitting, kicking, biting, or creating an unsafe classroom environment for any reason the teacher will document using an incident/injury form and contact the Director. Reports will be signed by the teacher, director, and parents. Parents are given a signed copy of the report and the original is filed in the administrative office.

If behavior or other concerns persist a meeting with the Director, teacher and parents will be requested to partner together to create an intervention plan.

### **Non-Violence Policy**

Any action that includes violence towards another individual is not permitted.

- If guidance techniques have been utilized and the child continues to speak, threaten or act violently towards other people, a parent/director conference will be scheduled to help resolve the issue.
- If necessary, the director will file a report with the police department.
- The Center reserves the right to disenroll students who continue to speak, threaten or act violently towards others.

### **Biting Policy**

Unfortunately, biting is a common occurrence for young children. Children who bite are often trying to communicate or express feelings in this inappropriate way. It is our position as a center to find ways to redirect the biting behavior.

- When a child bites another classmate, the teachers use developmentally appropriate child guidance techniques and methods. They work with the parents on suggestions to implement in the classroom.
- When a child bites, it is the responsibility of the teacher to document the bite in an incident report which should be written for each child bitten and the biter. The report needs to be signed by the teacher, director and/or assistant director and parent. A copy will be given to the parent.

### **Incident/Injury Reports**

If a child hurts another child or adult and/or acts violently toward another child or adult, an incident report will be filled out for the child or adult who received the injury. This report must be reviewed and signed by the parent or guardian and the person completing the report. A copy will be given to the parent or guardian and the original placed on file in the Center's office.

### **Suspension Policy**

A child who intentionally physically hurts another child may be suspended and/or removed from the Center's program. The following are guidelines for suspension:

- If a child intentionally physically hurts another child, immediate and appropriate guidance will take place. An incident report will be completed, the director and/or assistant director are notified, and the parents are contacted to discuss the situation.
- If a second incident of violence occurs, the above actions take place. The child may be suspended from the Center's program for up to three days and cannot return until a meeting with the director and/or assistant director, parent, child, teacher has taken place.
- If a third incident of violence occurs, the Director and parents will setup a consultation.

The center reserves the right to remove a child from the Center's program. If a child is perceived to be a threat to other children's or Center's safety or if guidance problems cannot be resolved, the child will be removed.

*Note: the age and developmental stage of a child is considered when applying this suspension policy.*

### **HEALTH POLICIES**

Our teachers receive training in recognition of communicable diseases that enable them to recognize signs and symptoms of illness. They practice procedures that prevent the spread of contagious diseases and illnesses and encourage the children to practice these procedures as well. Our goal is to maintain a healthy environment for all children and staff. If a child becomes ill while in our care, he/she is removed from the classroom and a parent or authorized person is notified. A form is sent home that is signed by the classroom teacher, director and parent stating when the child may return to the Center. We require that sick children be picked up **within one hour** from the time the parent is contacted. Parents of

children in a classroom with a diagnosed communicable disease receive written notification from the teacher.

The child may return to the Center after he/she is fever free for 24 hours and/or all symptoms have ceased unless the parents can provide a written statement from the child's physician stating that the child's condition is not contagious. A sick-policy letter is sent home with all children who leave the Center ill with a specific return date.

### **Signs and/or Symptoms**

- Fever (100° F axillary or 101°F) in conjunction with another symptom of illness, per Miami County Health Department.
- Body aches, chills, or flu-like symptoms.
- Diarrhea (3 or more) abnormally loose stools within a 24-hour period.
- Severe coughing, causing the child to become red or blue in the face or presenting with a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than 1 time or when accompanied by any other sign or symptom of illness.

### **Prescription Medication Policy**

The teachers administer medication to children only when specific procedures are followed.

- Parents must complete a Medication Request Form indicating the child's name, medication name, prescribed dosage (must match prescription label), length of time to administer the medication (1 day, 1 week, etc.) Time of dosage, method of administration and possible side effects.
- Medication request form and medication must be taken directly to the administrative office. DO NOT give it to the teacher.
- Medication must be in the original container with the prescription label stating:
  - The child's name.
  - Prescription cannot be expired.
  - Exact dosage to be given.
  - Number of doses daily.
  - Method of administration (by mouth, in the ear, etc.)
- Parents should provide a dosing medicine dropper to be used for dispensing liquid medication.

### **Non-Prescription Medication Policy**

Non-prescription drugs and medications such as sunscreen, Tylenol, Benadryl, etc. can be administered if the following procedures are followed.

- The Center requires a Medication Request form to be completed by the doctor for all medication.
- The item must be in the original container with the original manufacturer's label attached. The label must specify appropriate dosages based on the child's age or weight.
- The Center may not give any dosages that are not specified on the original label unless there is a doctor's note permitting quantities that exceed the manufacturer's recommended dosages.

- Tylenol or non-codeine cold medications are given for no more than 3 consecutive days.
- Items used for skin irritations are used for no more than 14 consecutive days.
- Non-expired sunscreen is good for one year with signed permission slip.



**RECEIPT OF PARENT HANDBOOK (Parent Copy)**

The parent/guardian acknowledges receipt and understanding of the Ginghamburg Preschool and Childcare Center Parent Handbook.

Parents will be notified in writing if changes are made to the Parent Handbook.

Enrolled Children's Names

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Signature of Parent: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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