

Schoolhouse on Newton Handbook

Welcome Letter

Welcome to the School House on Newton child care program. This handbook contains information regarding the policies and procedures of my program. This handbook answers many questions you may have. It is important that you read this handbook and keep it handy.

General Information

Contact Information

School House on Newton
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Newark, Ohio, 43055
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380-201-2762

Philosophy

I am. I can. I ought . I will.

At the schoolhouse we focus on shaping the whole person. We shape the mind, will, emotions and beliefs. This requires intimate knowledge, a trusting relationship, careful monitoring and constant interaction, which we provide. Here, we become students also, we study each child, learn about them, and discover where they are and how we can help shape them. Our goal is to accomplish this by developing good habits together and establishing noble ideas.

Days and Hours of Operation

My program is open Monday- Friday, 7:30 a.m. until 4:30 p.m. CLOSED FOR TWO HOURS
Re-opens 6:30 p.m. - 7:30 a.m.

My program will close to observe the following holidays:

- New Years Eve
- New Year's Day
- Fourth of July
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas Day

My program will be closed for two weeks per year in addition to observed holidays.

The programs basic daily schedule is:

7:30-8:00 a.m. Arrival, handwashing, free play
8:00- 8:30 a.m Handwashing, Breakfast
8:30- 9:00 a.m. Diaper checks, toileting, handwashing
9:00-10:30 a.m. Developmental activities and experiences
10:30- 10:45 a.m. Handwashing, Snack time
10:45 - 11:30 a.m. Outdoor play / Indoor gross motor, hands are washed as we return inside
11:30-12:00 p.m. Free play, handwashing, set up for lunch
12:00- 12:45 p.m. Handwashing, lunch
12:45-1:00 p.m. Diaper checks, toileting and handwashing
1:00- 2:30 p.m. Nap time, quiet activities for children who do not nap and for children as they wake up from nap
2:30-2:45 diaper checks / toileting as children wake from naps, handwashing
2:45-3:00 p.m. Handwashing, snack time
3:30- 4:30 p.m. Free play, quiet activities until pick up, hands are washed prior to leaving

CLOSED FOR TWO HOURS

The programs basic daily schedule continued:

Re-opens at 6:30 p.m.

6:30-7:30 p.m. Arrival and free play

7:30-8:00 p.m. Evening snack

8:00-8:30 p.m. Bedtime prep, handwashing, face washing, toothbrushing, toileting, cot prep

8:30-9:15 p.m. Bedtime story

9:15-6:00 a.m. Sleep time

6:00 a.m.-6:30 a.m Wake up, dressing, washing face, brushing teeth, cot clean up

6:30 a.m.-7:30 Breakfast, quiet activities and hand washing prior to leaving.

Staff-to-Child Ratios

Care is provided for no more than 6 children at any one time. No more than 3 of these children will be under age 2. My children, if under the age of 6, are included in the group size and ratio.

Parent involvement

- My program regularly sends information to families regarding upcoming activities and events for the program including emailing a weekly newsletter.
- Parents are welcome to see their children and participate in any of our daily activities.
- My program has a summer picnic and a winter holiday party that parents are encouraged to attend.

Parent-Provider meetings

- At pick up, I will briefly tell you about your child's day.
- Parent-Teacher conferences are offered four times a year to discuss your child's growth and development.
- If you wish to discuss any concerns or have questions about your child, please call or text me to arrange a time so I can focus on you and your child.
- I am available for pre-scheduled meetings with parents on Thursday evenings, after my program closes, until 6:30 pm. Appointments should be scheduled at least 24 hours in advance. Additional meeting times may also be available.

Payment policies

Private pay tuition rates are:

Full Time:

- Infant (0-18 months) \$235 per week
- Toddler (18-36 months) \$225 per week
- Preschool(3-5 years) \$215 per week
- School Age \$210 per week

Part Time:

- Infant (0-18 months) \$176.25 per week
- Toddler (18-36 months) \$168.75 per week
- Preschool (3-5 years) \$161.25 per week
- School Age \$157.50 per week

- PUBLICLY FUNDED CHILD CARE (PFCC) IS ALSO ACCEPTED.

Payment schedule:

- Tuition payments including PFCC co- payments, are due on Monday of the week child care is provided.
- Full payment is expected even during weeks when the program is closed for a holiday or if your child is absent due to illness or another reason. For families approved for PFCC, if a child does not attend anytime during the week, there is still a co-payment due for that week in order to keep a spot for your child in my program.
- If payment is not received by Tuesday of the week child care is provided, a late payment fee of \$25 is charged, and your child is not able to attend our program until the payment is made. Your child also may lose their space in my program.

Supports for Breastfeeding Mothers

- For privacy, breast milk may be expressed in the nap room, and parents may breastfeed their child in the nap room.

Policies and Procedures

Enrollment Information

An enrollment packet must be completed before a child can attend my program.

The enrollment packet includes:

- The JFS 01234, “Child Enrolment and Health information for Child Care”, form. This required form contains basic enrollment and Health information for your child. It must be reviewed each year, and updated as needed, but any changes to the information on the form must be provided to my program immediately so that current information is on file.
- Child Medical statement: All children must have a medical examination on file. A completed medical statement is required to be on file at the home within 30 days of the child’s first day of attendance. The Medical statement must be updated every 13 months until your child enters kindergarten. Children who attend kindergarten and elementary school are exempt from this requirement.

Enrollment Fee:

- \$25.00 per child due at time of enrollment

Care of Children Without Immunizations

My program does provide care to children who have not been immunized.

Attendance Policies

Arrival and Departure:

- Parents must bring their children into the program and make verbal contact with me. I sign your child in on a written attendance sheet. Parents record their child's arrival/attendance in the TAP system.
- Children may not be dropped off at the front door or sent inside alone.
- At departure, parents must make verbal contact with me, so it is clear the child has been picked up. I sign the child out on the written attendance sheet. Parents record their child's departure in the TAP system.

Absent day:

- The parent must inform me if their child is going to be absent from the program before the expected time of arrival. Please call or text at least 30 minutes in advance.

Releasing a child to someone other than a parent:

- Only individuals authorized in Writing by the custodial parent guardian may pick up children. Anyone other than the parent or guardian must present a state- issued photo ID, which is checked prior to the release of the child.
- Releasing a child according to custody agreement:
- If there is a custody agreement for the child, the program must be provided with official legal documentation indicating who has permission to pick up the child.

Follow up when a child scheduled to arrive from another program or activity does not arrive:

- Some children may arrive at the program from another program, such as school. If a child is scheduled to arrive from another program and does not, my program contacts the other program and the parent or guardian of the child.

Supervision:

- My major responsibility is to ensure the health and safety of each child entrusted in my care.
- I am alert to the safety needs of the children, anticipate possible hazards, and take necessary appropriate precautionary and preventive measures.
- Children are always supervised within sight or hearing.
- At no time is a child left unsupervised.

School Age Children Supervision (If applicable):

- School age children are permitted to play in the outdoor play space without me or an appropriate staff member only when they are within sight and hearing of myself or an appropriate staff member. An appropriate staff member is always able to intervene if needed. At no time do they engage in any high risk activities.

Child Guidance

- Your child is treated with love and respect.
- My program focuses on setting reasonable expectations for children's behavior and providing positive reinforcement and positive redirection for the children.
- I facilitate problem-solving and encourage children to talk about problems and share their thoughts and suggestions if they have conflicts with each other.
- If a child exhibits inappropriate behavior, they are asked to find a space away from the group. They may return to the group when they are ready. This allows for the child to self-regulate. If the child continues to exhibit inappropriate behavior, they may be placed in a time-out. Note that time outs last for no more than one minute per year of the child's age and are never used with children less than 18 months old. Upon the child's return to the activity, I privately review with the child the reason for the time out and expected behavior.

Suspension and Expulsion

- When a child's behavior places the child or the other children at the program at risk, I communicate with the parent regarding a behavior plan. If the behavior cannot be modified, the child may be suspended or expelled from the program.
- I am required to report child expulsion for behavioral reasons to ODJFS.

Americans with Disabilities Act Compliance Policies

- Americans with Disabilities Act (ADA) policies:
Children with disabilities are assessed on an individual basis to determine if the program is the right fit for their needs.
- Administering medication to children with disabilities:
As my program administers medication, I administer medication to children with disabilities in accordance with the child's documented medical/physical care plan.
- Administering care procedures for children with disabilities:
Prior to caring for a child with a disability, I who am responsible for caring for the child will be properly trained regarding necessary procedures.

Outdoor Play

- Children are taken outside to play daily, weather permitting.
- On days when weather conditions do not allow for outdoor play, there is time for indoor gross motor activities such as dancing and exercising.
- Children should be dressed appropriately for outdoor play, including appropriate cold and warm weather wear.

Limitations placed on outdoor play due to weather or safety issues:

- Children are not taken out if the temperature is below 25°F or above 90°F.
- Outdoor play time is adjusted or limited during inclement weather and safety conditions including rain, lightning, ice, wind chill warnings, air quality warnings, excessive humidity, high pollen counts, etc.

Food and Dietary Policies

Information regarding meeting 1/3 of the child's recommended daily dietary allowance.
My program provides the following meals and snacks which provide at least 1/3 of the recommended dietary allowance for each child:

- Breakfast
- Morning snack
- Lunch
- Afternoon snack

All meals and snacks served are selected from the four basic food groups listed below and provide at least 1/3 of the recommended dietary allowance for each child:

- Meat or meat alternative
- Breads and grains
- Fruits and vegetables (juices may be used if 100% and undiluted and two vegetables may be used to meet entire fruit requirement)

Policies regarding formula, breast milk, meals and snacks:

- Unflavored fluid milk is served. Children 12 months up to 24 months are served whole milk and children 24 months and older are served 1%, fat free or skim milk. A weekly menu is provided on Friday at pickup time that provides the following week's meals and snacks including which meals contain a milk serving.
- Parents are required to provide prepared bottles for all children who are formula and/or breast-fed. All bottles must be labeled with the child's name and the date the bottle was prepared. In addition, bottles containing breast milk must also be labeled with the date pumped.
- Parents are required to provide bottles and formula. I prepare the bottles on site. Any unused formula/breast milk is discarded or sent home.
- Meals and snacks are served only during the meal or snack time. If your child arrives after the end of any mealtime, please be sure that they have eaten prior to coming to the program.

Policies regarding supplemental food:

- If you choose to provide your child's food, I provide supplemental food to give your child when all required food groups are not included in your child's meals for the day.

- No child will go more than 4 hours without at least a snack or meal unless they are sleeping.

Illness Policies

Management of illness, including isolation precautions:

- If your child is sick or does not feel well enough to participate in program activities, please keep them at home.
- Children who become ill while in care are isolated within sight or hearing of the provider. Cribs/playpens/cots/mats and any linens used are washed and disinfected before being used again.
- Parents are notified by a sign posted on the parent bulletin board if children have been exposed to a communicable illness.
- My program follows all required COVID-19 pandemic rules and guidelines from the Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health.

Symptoms For Discharge

A child is considered to be sick when demonstrating any of the following Symptoms:

- Temperature of at least 101 degrees F (100 degrees F if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (more than three abnormally, unexpected, or unexplained loose stools within a 24-hour period).
- Severe coughing (causing the child to become red or blue in the face or to make a whooping sound).
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain.
- Untreated infected skin patches, unusual spots, or rashes.
- Unusually dark urine and/or grey or white stool.
- Stiff neck with an elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestation.
- Sore throat or difficulty swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptoms of illness.

Conditions for return of child after illness:

- Children are readmitted to the program after at least 24 hours of being free of fever and other symptoms without aid of medication. If they are not symptom free, a doctor's note is required stating that the child is not contagious.

Notification to parent of ill child:

- Parents are notified by phone and text if their child exhibits any of these signs of illness and must pick their child up within one hour.

Whether or not you will care for sick children:

- Care is not provided for children who are sick. Please have a backup care plan in place if you are not able to take time off from work/school to pick up your child when they are sick or to care for them at home when they are ill.

Emergency, Serious Illness and Injury Procedures

- My program follows my program's written procedures if an emergency occurs while the child is in the program's care.
- My program conducts monthly fire drills, tornado drills (March-September), and quarterly emergency/lockdown drills.
- In the event of a fire or tornado, we follow the written instructions posted, which describes emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot.
- If we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water, our emergency destination is our local Home Depot. If the immediate area must be evacuated, we will evacuate to Home Depot located at:

1330 N 21st St, Newark, OH 43055

A sign will be posted on my front door indicating that we have been evacuated and the location where you may pick up your child. Parents are contacted as soon as possible and requested to pick up their child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information.

- In the unlikely event of an environmental threat or a threat of violence, I will secure the children in the safest location possible, contact the proper authorities, and follow their directions. I will contact parents as soon as the situation allows.
- In the case of a minor accident or injury, basic first aid is administered by the child care provider.
- If the injury/illness is serious, any first aid possible is administered, and parents are contacted immediately to assist in deciding an appropriate course of action.
- When any injury or illness is life-threatening, EMS is contacted, parents are notified, and the child's available health records are sent with the EMS. I do not transport children in my vehicle in the case of an emergency.
- When any of the following occur, an incident/injury report is completed and given to the person picking up the child on the day of the incident/injury: the child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs that jeopardizes the safety of the child.
- In the case of a serious incident, I report it to ODJFS by the next business day and complete the required serious incident report.

Administration of Medications and Topical Products Policies

Policies on administration of medication and topical products:

- For medication to be administered, a JFS 01217, "Request for Administration of Medication for Child Care," must be completed unless the medication is required by a JFS 01236, "Child Medical/Physical Care Plan for Child Care" which is on file.
- Medications are stored in an area inaccessible to children.
- Any medication for your child must be handed directly to me upon arrival.
- Medications may not be brought in a child's bookbag.
- Prescription medications must be in their original container and administered in accordance with instructions on the label.
- Over-the-counter medications also must be administered in accordance with label instructions.
- If parents request any different dosages or uses, a physician must provide written instructions on the JFS 01217, "Request for Administration of Medication for Child Care."
- Signed written parental permission is required for topical products, except for lip balm and hand sanitizer, to be administered. All topical products must be handed directly to me upon arrival at the program.
- I will not administer any medication, food supplement, medical food, or topical product until the child has received the first dose or application at least once prior to the provider administering a dose or applying the product, to avoid unexpected reactions. Emergency medications that are listed on a completed JFS 01236 "Child Medical/Physical Care Plan for Child Care" for the child are exempt from this requirement.
- I will not administer any medication, food supplement, medical food or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date of the form, or after the expiration date on the medication, whichever comes first.
- I will document each administration or application on the JFS 01217 immediately after administering. This excludes non-prescription topical products and lotions.
- If administering topical products a signed statement from the parent needs to be on file.
- Nonprescription medication dosages administered shall not exceed prescribed dosages or the manufacturer's recommended dosages.
- A separate JFS 01217 shall be used for each medication, food supplement, medical food or topical product to be administered for each child.
- Each JFS 01217 is valid for the time period listed on the form, not to exceed twelve months from the date of signature.
- I will retain each JFS 01217 on file at my home for at least one year following the last administration of the medication or product.

Policies on medical foods (food that is formulated to be consumed under the supervision of a physician or other appropriate professional and is intended for the specific dietary management of a disease or condition):

- If your child requires the administration of medical foods, you must provide a completed JFS 01236, “Child Medical/Physical Care Plan for Child Care.”
- All medical foods must be provided by the parent and must be in the original container with the child’s name on it and must be handed to me immediately upon arrival.
- I follow the directions on the medical food container to ensure safe storage.

Policies on modified diets:

- If your child requires a modified diet that eliminates 1 or more of the 4 food groups or changing the amount of food to be served to meet 1/3 of the recommended dietary allowance, you must secure written information from your physician regarding this. A JFS 01236, “Child Medical/Physical Care Plan for Child Care” must be completed.
- If your child requires a modified diet due to religious or cultural reasons, you must provide written, dated, and signed instructions. You must provide any food requirements that are not part of my program’s menu.

Policies on whether school age children are permitted to carry their own emergency medication and topical products:

- School age children are permitted to carry emergency medication such as an EpiPen or inhaler if they have a JFS 01236, “Child Medical/Physical Care Plan for Child Care” on file.
- School age children are permitted to carry and administer topical products with written parental permission.

Transportation Policies

- My program takes routine trips, such as to the local park, and may take periodic field trips.
 - Routine trips are taken by walking or in my personal vehicle, a Hyundai Genesis. Permission slips must be completed for each child.
- Travel to field trips are taken by walking or in my personal vehicle, a Hyundai Genesis.
- Before the child may participate in a field trip, a written permission form signed by the parent is required.
- Before we leave my program, I take a count of the children and mark them on a separate attendance sheet specifically created for the field trip. Upon arrival at our destination, I take another count to ensure that all of the children have arrived safely. The process is repeated upon leaving the destination and returning to my program.

Transportation for emergencies, including whether my program provides child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment:

My program is unable to accept any children whose parents do not permit transportation to an emergency treatment facility.

I do not transport children in emergency situations. If a child requires emergency transportation, EMS is called, and the parent is contacted.

Water Activities and/or Swimming

- Children are provided with water play opportunities at my program.
- These include sprinklers and small wading pools with a wall that is less than 18 inches high.
- Parents are asked to sign written permission slips prior to children engaging in water play.
- Parents must send bathing suits and towels for their children on water play days. At no time is a child left unsupervised.

Infant Care and Diaper Procedures (all ages)

Infant care:

- Infants are not allowed to sleep in products that aren't specifically marketed for infant sleep. **Examples** include Boppy pillows, Dock-a-Tots, swings, car seats, etc.
- Infants sleep according to the child's individual needs.

Infant feeding:

- Infant feeding occurs according to the child's individual needs.
- Food intake and times for each infant are recorded on individual bottle and food intake charts.

Diaper procedures (all ages):

- Parents must provide all diapers and wipes as necessary.
- Diapers are checked at least every two hours and are changed immediately when wet or soiled.
- Diaper changes are recorded on each infant's daily record.

Information About Infant Daily Activities

A verbal record for infants is provided to parents daily that includes:

- The infant's sleeping patterns including when and for how long an infant sleeps.
- When, what and how much each infant eats.
- Diaper change information including times and results of diaper changes.
- Information about each infant's other daily activities.

Sleeping, Napping and Resting Policies

- Individual infant nap schedules are followed throughout the day.
- Infants up to 12 months old sleep in an assigned crib/playpen. Infants 12-18 months old may sleep on a cot if parents give written permission; otherwise they sleep in an assigned crib/playpen.
- Children 18 months and older sleep on an assigned cot.
- Children who do not fall asleep are permitted to play on their cot with quiet activities.
- My program's schedule includes napping/resting times that meet the developmental needs of the children.
- My program provides each child 12 months and older with a child-sized blanket that is washed weekly or as needed.
- I make sure the cots used in my program never block room exits and allow for us to safely leave the room in case of an emergency.

Evening and Overnight Care

- My evening child care program has additional policies for children attending after 7 p.m. and before 6 a.m.
- For security reasons, access to the program is limited to only parents/guardians and staff after 7 p.m. and before 6 a.m.
- Children under age 5 always sleep on the same floor of the home as the provider.
- I remain awake until all children fall asleep.
- The children sleep only in areas approved for sleeping.
- Children brush their teeth prior to sleeping.

Policies on Hours of Operation Including Closures Due to Weather, School Delays or Closings, and Other Factors

- Except for scheduled holidays, my program remains open unless there is a weather or other emergency that results in a lack of power, heat, and/or running water at the program.
- In the case of closure, families receive a phone call or text message as soon as I know the program is closed.
- My program remains open if the local school closes or is delayed. Care may be available for school age children not normally in care on those days. However, as I am not able to exceed my license capacity, please call ahead to confirm if care is available.

Using Child Care Staff Members or Substitute Child Care Staff Members

- Each year I take a two week vacation one week at a time. I provide a four-week notice of the dates of my vacation. You need to make alternative arrangements for the care of your child during that time.
- When I am unexpectedly sick and cannot provide care, I contact parents immediately via text and phone call to let you know you need to make alternative arrangements for the care of your child.
- While I make every attempt not to close unexpectedly, it is important that families plan and have a backup care plan in place if the program closes unexpectedly.

Disenrollment

- If you decide to disenroll your child from my program, a one-week, written notice is required.
- I work with children and parents to resolve any behavior issues. However, if there are behavior issues that continue to be of concern and endanger other children, your child may be disenrolled from the program.

Children also may be disenrolled for the following reasons:

- Failure to pay tuition on time.
- Failure to pay additional fees.
- Failure to comply with my program's policies.
- Failure to attend during scheduled hours.
- Excessive absenteeism.

Conflict Resolution

- Please contact me if you have any problems with my program.
- My program works with parents and attempts to resolve any problems or concerns you may have.
- The Ohio Department of Job and Family Services also may be contacted to report suspected violations of licensing law or administrative rules. A toll-free telephone number is listed on my program's license.
- The licensing rules governing child care are available for review in either electronic or paper copy format at the home.

Assessments

- My program does not perform any formal assessments or screenings.

Miscellaneous

- An extra set of weather-appropriate clothing must be brought each day for your child and should be placed in your child's cubby, then taken home at the end of the day.
- Each child, age 12 months and older, may bring one soft blanket, which should be taken home and washed on a weekly basis or as needed.
- We ask that your child does not bring any toys from home. This helps us ensure that only safe toys are played with, that toys from home are not lost, and that there are no issues with sharing toys. My program likes to share photos of children with all the parents. We never share photos and names of your children on social media sites. We provide a photo use permission form and request that you let us know whether you allow us to take pictures of your child.
- A packed lunch and two snacks of the child's preference must be brought in daily for preparation during meal times at my program, all lunch boxes must go home at the end of the day to be refilled for the following attending day.

Appendix D to rule 5101:2-13-07, of the OAC