



SINCLAIR COMMUNITY COLLEGE
EARLY CHILDHOOD EDUCATION CENTERS

PARENT POLICY

BARBARA A. KING
DIRECTOR

TABLE OF CONTENTS

	Page
Table of Contents.....	1
Directors Welcome.....	2
Medical Emergency Plan.....	3
Statement of Purpose.....	4
Location & Staff.....	5
Hours of Operation.....	6
Licensing Information.....	7
Parking Information.....	7
Parent Mailboxes.....	7
Guidance Management Policy.....	8-9
Child Abuse.....	9
Telephones..Fire/Tornado Drills.....	10
Swimming Activities/Accident or Injury.....	10
Incident Reporting/Spray Aerosols.....	10
Center Curriculum.....	11
Photographs/Videotaping.....	11
Group Limits.....	12
Staff/Child Ratio.....	12
ECLC Schedule.....	13
Flex-Time Schedule.....	14
Eligibility of Children.....	15
Roster of Children.....	15
Payment Procedure/Fee/Charges.	16-17
Enrollment Information/Withdrawal of a Child.....	18

Reinstatement of a Child.....	18
Arrival of Children/Departure of Children.....	19
Sign-In and Sign-Out Procedures.....	19
Authorized Pick Up of Child.....	19
Procedure for Children not picked up at the contracted time.....	19
Parent Visitation/Participation.....	20
Parent/Teacher Conferences.....	20
Parent's Class Schedule.....	20
Toys From Home.....	20
Parent Concerns.....	20
Pick up of a Ill Children.....	22
Ill Staff.....	22
Staff Training.....	22
Medication.....	23
An Ill Child.....	23-24
Management of Communicable Disease.....	25-26
Nutrition/Special Diet.....	27
Fields Trips.....	28
Clothing.....	29
Signature.....	30

Early Childhood Education Centers
140 South Perry Street
Dayton, Ohio 45402
(937) 512-2234

Dear Parents:

Welcome to the Sinclair Community College Early Childhood Education Centers. Thank you for choosing us to provide a quality learning environment for your young child/children.

The Centers are an integral component of The Child and Family Education Department and is a laboratory school for students.

The centers are owned and operated by Sinclair Community College and located in building 9, on the northeast corner of West Fifth and South Perry Streets. We are licensed by the State of Ohio and accredited by the National Academy of Early Childhood Programs.

Careful professional planning has gone into the development of the Early Childhood Education Centers' programs. This handbook includes policies and procedures that have been written with you and your child in mind. Please read them carefully and keep them in a place that is easily accessible to you. They will be referred to frequently.

The Early Childhood Education Centers' staff members are available to you on a daily basis. Please feel free to provide us with your questions, comments, and constructive criticism. We certainly hope that you will be pleased with our Centers and find that they meet the needs of you and your family.

Parents who need special assistance with problems or complaints related to the Early Childhood Education Centers should express them to the Director either orally or in writing.

Very truly yours,

Barbara A. King

Barbara A. King

Director

Early Childhood Education Centers

Ohio Department of Job and Family Services
MEDICAL, DENTAL AND GENERAL EMERGENCY PLAN
For Type A Homes and Child Care Centers

Center Name Sinclair Early Childhood Education Centers	Center Address 140 South Perry
Center Telephone Number (937) 512-2234	
EMERGENCY TELEPHONE NUMBERS	
Including 7-digit back up number as well as area code if area code must be dialed to complete the call.	
Emergency Squad 911	Hospital Miami Valley Hospital 208-8000 Children's Medical Center 641-3000
Police Department Campus Police 512-2700	Fire Department 911
Poison Control 800-222-1222	Public Children's' Service Agency 276-6121
LOCATION OF :	
First Aid Kit (s) Located in both centers-LC top of file cabinet near telephone. Flex Learning Center in cabinet near coat rack.	
Fire Extinguishers Located in hallways near each center, in kitchens of each center and in Room 9103 and 9105.	
Fire Alarm System/Main Panel Located in Campus Police room next to room 9105.	
Fire Alarm Pull Stations Located at each of the exits-the south west exit, north east exit, doorway to exit from both stairways.	
Electrical Circuit Box Located in Campus Police room next to room 9105.	
Children's Record Files are located in lock cabinet in receptionist office room 9101..	
Child Safety Seat (Or a statement that the center will use the emergency squad for emergency transportation of children.) Child Safety Seat is located in Director's office room 9102. Sinclair Campus Police shall be summoned and they will determine if child be transported by Emergency Squad or Campus Police Vehicle.	
In case of a Dental Emergency , stay with the child and summon help. When an additional staff member is present to assume responsibility for the rest of the group, consult the Dental First Aid Chart which should be posted in each room. Follow instructions indicated, notify the parents and write an incident report. Remember if blood is involved, use vinyl or non latex gloves and sanitize afterwards following standard precautions.	
Names of staff with current training in First Aid/Communicable Disease:	
Barbara King Ann Birt Martha Chew Beverly Williams Joan Woods Claudia Hunter	
Rita Bhattacharjee Joy Chatterjee Amy Collins Constance Campbell Patricia Hilt	
Names of staff with current training in CPR:	
Barbara King Ann Birt Martha Chew Beverly Williams Joan Woods Claudia Hunter	
Rita Bhattacharjee Joy Chatterjee Amy Collins Constance Campbell Patricia Hilt	

In case of an environmental emergency such as fire or tornado/weather alert, consult the posted evacuation plan/diagram or route to your classroom's "safe place". (Your local fire department or Emergency Management service should be able to help you determine this "safe" location ahead of time.)

Fire: Take attendance roster, secure the classroom, exit the building with the children to the designated meeting place-which is **Parking Lot E. Each group has a designated area**, account for all children, notify administrator or staff in charge whether all children are present or if any are missing. Do not return to classroom until the all clear is sounded. The administrator or designee should be responsible for contacting the fire department or 911 if system is not automatic.

Weather Alert: Take attendance roster, secure the classroom lead children to the designated "safe place"- which is in **basement of building 9-stairway through exit doors near room 9102** – account for all children, have children assume the safe position-covering head and neck, if blanket or protective covering is available, cover children. Notify administrator or staff in charge if all children are present or if any are missing. Stay in designated "safe place" until the all clear is sounded.

Emergency Evacuation (bomb threat, gas leak, etc.): Take attendance roster, First aid kit, emergency contact information for children account for all children, exit building to the primary evacuation spot which is **building 14**. Account for all children with a name to face check off. Follow instruction from emergency personnel as to whether to stay in that spot or to proceed to your secondary evacuation location (which should be further away from your center in case the area around your facility also must be evacuated.) The secondary location is **building 12**. Always follow instructions of the emergency personnel on site. Parents should be notified as soon as possible. Continue to complete name to face attendance check offs on a regular basis to assure children are not lost. Complete an incident report and provide to the parents as soon as possible. ODJFS must be notified within 24 hours.

Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster, contact 9-1-1/Police. Follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, complete an incident report for parents.

Loss of Power, Water, Heat: Contact utilities company to notify of outage and assess expected time of outage. Evaluate factors, including safety, temperatures, daylight, refrigeration requirements, ability to follow sanitary hygiene practices. Administrator or designee will make the determination whether the center needs to be closed or not. If in doubt contact your licensing specialist or your locate health department for assistance in determining whether you can continue to provide child care services and meet rule requirements.

In the event of a Serious Injury or Illness: Stay with injured/ill child at all times, summon additional help if needed to supervise rest of children. Quickly complete an assessment: **Appearance, Breathing, Circulation**. Summon a staff member trained in First Aid/Communicable Disease if you are not trained, determine whether EMS needs to be contacted. Check child's health information to determine if Medical/Physical Health Care Plan has been completed for the child, contact parents. Provide basic first aid until EMS or parent arrives. Complete an incident report for parents.

If child is ill, isolate away from other children, reference the ODH Communicable Disease Chart and follow instructions, determine whether illness needs to be reported to ODH. Post exposure sign or written notice for parents. Complete an incident report for child's parent, sanitize cot/blanket if used. If blood or bodily fluids are involved remember to wear vinyl or non-latex gloves and follow standard precaution for cleanup.

If situation requires medical attention, ODJFS must be notified within 24 hours of the incident and report submitted within 3 days.

Supervision: Children must be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of children. Staff shall stay with children until the parent arrives.

This plan should be posted in every room used by children and by every telephone. Every room should also have posted written instruction for fire and weather alert, diagram evacuation route and "safe place", and a Dental First Aid Chart.

JFS 01242 (Rev. 9/2006)

1. To provide a safe developmentally appropriate, educational learning environment for preschool age children who need child care for extended or short periods of time.
2. To provide laboratory experiences for Early Childhood Education Students as well as other disciplines within Sinclair Community College.
3. To provide a program of early education and care to Sinclair students in order to help alleviate absences.

CENTER PHILOSOPHY

Sinclair Community College Early Childhood Education Centers Curriculum

In the Early Childhood Educations Center at Sinclair Community College, the philosophy used within the two centers' environment is the emergent curriculum. Emergent curriculum is collaboration among the teachers, children, materials, and the environment and how they interact within the context of dialogue and one another. It focuses on what is relevant and meaningful to the children. It can also be an exchange of ideas between the children's thoughts and the teachers concerns in regards to what is necessary for the child's education and development. Ideas and documentation are taken from the context of conversations, parent responses, questions, and concerns generated within the environment. The curriculum is also emergent because it evolves, changes course, and is open to new possibilities that perhaps were not considered during the initial planning process and webbing.

This type of curriculum allows for "teachable moments" and builds upon the connections of prior learning experiences. It includes and responds to the interests of the children rather than focusing on theme built, calendar, or product driven planning. While this curriculum is typically implemented after an idea emerges from the group/individual, it can also be "provoked" to guide thoughts toward a particular area of development that needs consideration.

Once implementation is started, documentation is retained by actual works from the children for their portfolio, wall displays, digital photos, transcriptions, conversations, written language stories, reflections, and assessments.

Back mapping is utilized to make sure our lesson plans incorporate the State of Ohio's Early Learning Content Standards and to also meet the criteria for the National Association for the Education of Young Children. The emergent curriculum also meets the Head Start Performance Standards.

Center philosophy Sp 2007

CENTER GOALS

1. To provide developmentally appropriate curriculum for all areas of the child's development.
2. To meet the individual needs and interests of all children.
3. To provide multicultural, nonsexist experiences and diversity through the curriculum, materials and equipment

MONTHS/HOURS OF OPERATION

The Sinclair Community College Early Childhood Education Centers will be open and operating during the fall, winter, and spring quarters. **The centers are closed during summer months, quarter breaks or when the campus is closed for holidays or inclement weather. In case of delay, the centers will be open at the time campus staff is to report to work. Check local media for delay and/or closing information.**

The centers are open from 6:30 a.m. until 6:00 p.m. Monday through Friday.

LEARNING CENTER HOURS

Children who are enrolled in the Learning Center must be signed in by **9:30 a.m.** and picked up by **6:00 p.m.** In emergency situations only, children may be accepted into the Center until 11:00 a.m. **Children will not be accepted after that time.** Parents must inform the center of all expected late arrivals or absences by calling the office at 512-2234..

FLEX-TIME CENTER HOURS

The center hours are 6:30 a.m. – 4:00 p.m. Remaining children may be picked up from the ECLC (room 9103) after 4:00 p.m. Children enrolled in the Flex Center must comply with their contracted time. They will **not** be accepted before that time and they must be picked up accordingly. There is a minimum enrollment requirement of two hours per time period. Due to a transition time of lunch and rest, children will **not** be accepted between the period of 12:00 and 12:30.

LICENSING INFORMATION

The Sinclair Community College Early Childhood Education Centers are approved and licensed by the Ohio Department of Job and Family Services to provide full day child care for 52 children in the Learning Center and no more than 24 children at any given time in the Flex-time Center.

The license is displayed in the Receptionist office. A copy of the laws and rules governing child care in the State of Ohio is available for your review at any time. The Sinclair Early Childhood Education Centers' licensing records may be requested from the Ohio Department of Job and Family Services. A copy of the Inspection Report is posted on the bulletin board in each center.

The Ohio Department of Job and Family Services number is 1-866-635-3748. This number may be used to report any suspected violation by the center of Chapter 5104 of the Revised Code or Chapter 5101: 2-12 of the Administrative Code.

Licensing inspection reports and substantiated complaint investigation reports for the current licensing period will be displayed in the centers office, Room 9101, for viewing by parents or guardians of the centers.

The center's licensing record, including inspection reports and complaint investigations, as well as evaluation forms from the health, building, and fire departments that inspect the centers, are available upon request from the Ohio Department of Job and Family Services.

PARKING INFORMATION

Parents may park on the North side of the building by the automatic sliding glass doors for five minutes to bring their child into the Centers. **Please do not take your child out of the car on the left hand side (driver's side) of the car. This is an unsafe practice.**

If all of the available spaces are taken, or more time is needed you may drive into parking lot E which has designated spaces for the Child Care Centers. **You will not be charged for this parking for a limited period of time.**

Please do not double park in the driveway because this creates a bottleneck for others. You will receive a parking ticket or have your car towed away at your expense.

PARENT MAILBOXES

The parent mailboxes are our most important means of communication at the Early Childhood Education Centers. The mailboxes are used for menus, newspaper and magazine articles, messages, health notices, information concerning miscellaneous charges, and other information directed to the parent. **Please check your mailbox frequently as the Centers' employees are not responsible for information that parents have not collected from the mailboxes.**

EARLY CHILDHOOD EDUCATION CENTERS GUIDANCE MANAGEMENT POLICY

Teachers and staff will guide and redirect children so they will learn appropriate and acceptable behavior in the classroom.

Positive language and encouraging statements will be utilized to assist the child in defining limits and boundaries, observing natural/logical consequences, managing emotions and coping with stress or frustration. It is important to preserve and maintain the child's personal dignity and self-esteem.

The center's method for guiding behavior

1. positive redirection within the area
2. positive redirection to another area
3. separation from the situation to regain self-control of emotion
4. discussion and positive reinforcement for appropriate behavior are used at all times during each step

Ohio State Licensing Law-Rule 5101-2-12-22 applies to all adults in the centers and shall be restricted as follows:

1. There shall be no cruel, harsh, CORPORAL PUNISHMENT OR ANY unusual punishments such as, but not limited to, punching, pinching, shaking, SPANKING, biting or yelling.
2. Discipline technique shall not be delegated to any other child.
3. Physical restraints shall not be used to confine a child.
4. Children shall not be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
5. Children shall not be humiliated or subject to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. SEPARATION WHEN USED AS DISCIPLINE, SHALL BE BRIEF IN DURATION AND APPROPRIATE TO THE CHILD'S AGE AND CIRCUMSTANCES, AND THE CHILD SHALL BE WITHIN SIGHT AND HEARING OF A CHILD CARE STAFF MEMBER IN A SAFE, LIGHTED, WELL VENTILATED SPACE.
10. THE CENTER SHALL NOT ABUSE OR NEGLECT CHILDREN AND SHALL PROTECT CHILDREN FROM ABUSE AND NEGLECT WHILE IN THE CENTER'S CARE.

The parent or guardian of a child enrolled in a center shall receive the center's written discipline policy.

All child-care staff members shall receive a copy of the center's discipline policy for review before or upon employment if employed after September 1, 1986, or by January 1, 1987 if employed prior to September 1, 1986.

CHILD ABUSE REPORTING

The State of Ohio requires that all members be aware and report to the appropriate authorities, any and all cases of suspected child abuse. These Centers are, therefore, obligated to report any suspected cases of child abuse and/or neglect. In cases of a staff being accused of child abuse the Director is responsible for providing the person with information concerning their rights.

YWCA
141 W. Third St
Dayton, Oh 45402
461-5550

Montgomery Co.
741 Valley
Dayton, Oh
512-1679

Eastway
4950 Northcutt Pl
Dayton, Oh
496-2020

TELEPHONES

Telephones are located in the Early Childhood Learning Center, the Flex-time Center and Receptionist's office. These phones are to be used to contact parents and the proper authorities in cases of illness or emergencies only.

FIRE/TORNADO DRILLS

Monthly fire drills will be conducted for the purpose of familiarizing the children and staff with the proper procedure, in case of an actual fire or tornado.

Fire emergency and weather alert plans are posted in each Center, Director's office, Receptionist office and any other room utilized by the children.

Tornado drills will be conducted in the Spring quarter or as the season approaches.

Swimming Activities

Children do not participate in swimming activities while at the centers.

Incident/Injury Reporting

When an incident/injury occurs while on the premises a prescribed form will be completed by the adult who was responsible for supervision during the stated time. A copy is then given to the parent and another placed in the child's file. Questions and concerns should be directed to the head teacher or director.

Spray Aerosols

Spray aerosols are not used while children are in attendance at the Centers.

1. Provide for all areas of the child's development.
2. Establish and maintains an environment for children to learn through hands-on exploration and interaction with adults, other children, and materials.
3. Provide learning activities and materials that are concrete, real, and relevant to the lives of young children.
4. Offers children the choice of participating in child centered and small group activities.
5. Provides a flexible integrated program with scheduled activities.

The Curriculum Interest Areas are:

Art	Dramatic Play
Music	Language Arts
Science	Math
Writing Center	Manipulative
Gross Motor (Indoor and Outdoor)	Computer
Literacy Center	

The adult's responsibility in this program is to facilitate and support each child to grow to their potential by developing and maintaining an appropriate learning environment.

PHOTOGRAPHS/VIDEOTAPING

In keeping with the laboratory school concept, both Centers are equipped with digital cameras and videotaping equipment. The children may be taped and viewed for instructional purposes. Periodically, photographs will be taken and displayed in the centers and hallways.

GROUP LIMITS/STAFF/CHILD RATIO

The Early Childhood Education Centers will remain within the guidelines issued by the Ohio Department of Job and Family Services, Bureau of Childcare and Development for grouping children throughout the day.

The Centers shall provide trained staff members to give continuous care and supervision to children. The maximum group size shall not exceed the established ratio set by the state guidelines. There shall be at all times at least one childcare staff member caring for:

1. Every twelve preschool children who are three years old.
2. Every fourteen preschool children who are four years old or five years old, and who are not school age children.

However, the ECE Centers will strive to provide at least one adult caregiver for every five children at all times.

Children are always supervised by an adult both in the Centers and outside play area.

6:30	CENTER OPENS SELF-CHOSEN ACTIVITIES
9:30	ALL CHILDREN MUST BE IN THE CENTER
8:30-11:15	ACTIVITIES IN INTEREST AREAS
8:45-10:15	OPEN SNACK
11:00-11:30	OUTSIDE WHEN WEATHER PERMITS
11:30-11:50	CIRCLE TIME
11:50-12:30	LUNCH
12:30-2:00	NAP TIME
2:00-2:30	CHILDREN AWAKEN AFTERNOON SNACK
2:30-6:00	SELF-CHOSEN AND SMALL GROUP ACTIVITIES OUTSIDE WHEN WEATHER PERMITS
6:00	CENTER CLOSES

DAILY SCHEDULE

6:30-8:00	CHILDREN IN ECLC (ROOM 9103)
8:00 - 9:30	SELF CHOSEN ACTIVITIES
9:00 - 10:00	OPEN SNACK
10:00 - 10:30	TOWER ROOM OR OUTSIDE PLAY
10:30 - 11:30	ACTIVITIES IN INTEREST AREAS
11:30 - 12:00	CIRCLE TIME
12:00 - 12:30	LUNCH
12:40 - 2:15	NAP
12:40 - 1:30	SELF CHOSEN ACTIVITIES FOR CHILDREN NOT NAPPING
1:30 - 2:00	OUTSIDE PLAY (WEATHER PERMITTING) OR SELF CHOSEN ACTIVITIES
2:00 - 2:30	SELF CHOSEN ACTIVITIES
2:30 - 3:00	OPEN SNACK
3:00 - 3:30	SELF CHOSEN OR SMALL GROUP ACTIVITIES
3:30 - 4:00	OUTSIDE PLAY/TOWER ROOM
4:00	CENTER CLOSES/REMAINING CHILDREN TO ECLC (ROOM 9103)
6:00	ECLC CLOSES

Children ages three through pre-kindergarten are eligible for both programs.

All children must be completely toilet-trained or they may be withdrawn from the Center. We are not equipped or staffed to care for children who are not completely toilet-trained.

The Learning Center and the Flex-Time Center will be open to children of students, faculty, and staff. Children from the community will be enrolled on a space available basis.

In violation of ADA Act 1990, 104 stat. 32, 42 USC 12101 et seq. it shall be unlawful for an administrator, licensee, or child care staff member to discriminate in the enrollment of children based upon race, color, religion, sex, national origin, or physical or mental disability.

ROSTER OF CHILDREN

A roster is available upon request with the name and phone number of parents/guardian of the children in the Early Childhood Education Centers.

Parents reserve the right to be omitted from the roster.

PAYMENT PROCEDURES/FEES/CHARGES

PAYMENT REQUIREMENT

A minimum of one week's fee must be paid in advance. **Fees must be paid by 4:30 p.m. on Thursday for the following week. If the fee is not paid by 4:30 Thursday for the following week you must show the teacher a receipt for the week or your child can not be accepted into the center.**

Fees or any other added charges not paid by Thursday will cause further services to cease until the balance due and one week in advance is paid. **Weekly charges are due for all scheduled child care whether the child attends the center or not.**

HOW TO PAY FEE

You may pay your weekly fees in person, online, by phone or mail. All fees paid in person are collected by the Bursar's office, Building 10, Room 10244. When paying, the child's contract number should be included.

Mailing address:

Sinclair Community College
444 West Third Street
Dayton, Ohio 45402
Attn: Bursar's Office

QUESTIONS ABOUT PAYMENTS

Any questions you may have regarding payments or balances should be directed to the Bursar's Office. The child care centers do not handle any accounts.

LATE FEE

A late fee may be added to your account if your payments are not received on time.

LUNCH FEE (FLEX-TIME CENTER ONLY)

A lunch fee of \$2.50 will be charged if not included in the daily rate. Any child that is in the Flex-Time Center at 12:00 must be served lunch and charged accordingly.

RETURNED CHECKS

The college charges a fee for all returned checks. The charge will automatically be billed to your account and must be included with the next payment.

OUTSTANDING BALANCES

Any outstanding balances will be cause for a child not to be accepted into the Centers. A “HOLD” may also be placed on a student’s record. A report of delinquent fees will be submitted to a collection agency.

RIGHT TO REFUSE CHILD CARE

THE EARLY CHILDHOOD EDUCATION CENTERS RESERVE THE RIGHT TO REFUSE ACCEPTANCE OF A CHILD IF THE ACCOUNT BALANCE IS PAST DUE.

LATE PICK-UP FEES

A charge will be placed on your account for children who are left in the Centers after the scheduled time. The charges are as follows:

6-10 minutes	\$5.00
11-15 minutes	\$10.00
over 15 minutes	\$15.00

A withdrawal notice will be issued to the parent or guardian after a child has not been picked up on time for three sessions.

CHANGE OF SCHEDULE/FEE

If you need to change your schedule, a contract change is needed. A new contract must be completed. The schedule change will take five working days to process and you will be charged according to the current contract until that time. A \$10.00 contract change fee will be placed on your account if you make any changes after the last day to withdraw from classes with a refund for that quarter. Please see the Sinclair Community College quarterly schedule for that date.

ENROLLMENT INFORMATION

ORIENTATION

An orientation with the Teacher and Director will be scheduled for the child and the parent or guardian. A visit to the respective Center, completion of the request for enrollment form, submission of the child's schedule and records, and a child care contract will be completed at this time.

REGISTRATION FEE

Upon notification of acceptance, the parent must pay the registration fee of \$25.00 which is payable to the Bursar's office in Building 10. This fee is one time only and non-refundable.

WITHDRAWING A CHILD

If you need to withdraw your child for any reason, a one week written notice stating your intention is required.

REINSTATEMENT OF A CHILD

In order to reinstate a child that has been withdrawn, any balance due plus a week's charges must be paid. The Bursar's office will give you a receipt to be shown to the teacher on duty in your respective Center. Your child will not be accepted into the Center without this receipt. **All outstanding balances must be paid by the end of current quarter in order to enroll your child for the next quarter.**

THE EARLY CHILDHOOD EDUCATION CENTERS RESERVE THE RIGHT TO PERMANENTLY WITHDRAW A CHILD FOR JUST CAUSE.

ARRIVAL OF CHILD

The teacher on duty must be aware of all children arriving and departing the centers. A child will not be admitted into the Centers if circumstances outlined under Management of Communicable Disease are evident.

SIGN-IN/SIGN-OUT PROCEDURES
SIGNING IN

An adult must bring the child into the Centers to be received by a staff member. The arrival time must be written in the attendance record book. Failure to write your arrival time properly, will result in a charge added to your account. An adult designated on the Application for Enrollment must sign the child out. Failure to note the time out or a missing signature will result in a charge added to your account.

DO NOT LEAVE A CHILD IN THE HALL OR COATROOM ALONE.

The State of Ohio requires that strict attendance records be kept in the Centers.

AUTHORIZED PICK UP OF CHILD

If, for any reason, your child is to leave with someone other than those names listed on the Application for Enrollment, please inform a teacher. A picture identification will be requested from persons not listed or from any person the teacher on duty does not know. Please do not call and ask if an unauthorized person may pick up your child. If there is a custody agreement a copy must be on file to prohibit unauthorized pick up from non-custodial parent. This policy is for the protection of you and your child.

PROCEDURE FOR CHILDREN NOT PICKED UP
AT THE CONTRACTED TIME

STEP 1

If a child is not picked up at the contracted time, an attempt is made to contact the parent or guardian at the designated phone number. The Center staff person in charge will then notify the emergency contacts listed by the parent. If one of the emergency contacts picks the child up, the staff person will inform the Director of the situation.

STEP 2

If an emergency contact person cannot be reached within 1/2 hour, or should they refuse to pick up the child, the Center Director or the CFE Department Chairperson shall be contacted. If neither of them can be reached, the Center staff person will remain with the child for one (1) hour. If the child is not picked up during this time, the Dayton Police Department will be advised of an abandoned child and requested to come to the Center. The police will then take the child to the Children's Protection Service Agency. Sinclair Campus Police must be informed of the action as stated above.

PARENT VISITATION AND PARTICIPATION

Parents are welcome to visit the Centers at any time during its hours of operation for the purpose of interacting with their child, evaluating child care or learning environment. Parents are encouraged to take an active role in the program in activities such as, field trips, birthday parties, story telling, music experiences, cooking activities, and/or resource person.

Special activities and group meetings will be scheduled throughout the school year. Written notification of such will be placed in your mailbox.

VISITORS

All visitors are required to check in at the front desk. If no one is there, visitors may see the Director or Head Teacher.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be scheduled once per school year. However, parents may request a conference with a teacher when they feel it is necessary. Teachers also have the same option.

PARENT'S CLASS SCHEDULE

Parents who are students must keep on file a copy of their class schedule, including room numbers, course numbers, days, add/drop classes and times; as well as how they can be contacted between classes and during long study periods. The Parent Class Schedule form must be submitted quarterly by the first day the child attends the Centers. Any change in the Parent Class Schedule must be made on this form. **Failure to complete this form accurately is cause for not accepting a child into the Centers.**

ITEMS FROM HOME

Toys, money, candy, food, etc should be left at home. If these items are brought into the Center they will be put in the parent mailboxes.

CENTER CONCERNS

Parents and Staff with ideas, questions, comments, concerns or suggestions may discuss them with the teacher in charge of the center. All concerns may be discussed with the Director at the choice of the parent or staff.

PICK UP OF ILL CHILD

A Child with certain signs or symptoms of illness shall be immediately isolated and discharged to parent. The child will be supervised while isolated. Children must be picked up from the Centers when they do not feel well enough to participate in activities. If the parent or guardian is a Sinclair student, we will call Campus Police who will locate the parent or guardian by utilizing the Parent Class Schedule form.

If the parent is not a student, we will call the telephone number indicated in the child's records. When parents cannot be located, we will notify one of the emergency contacts.

CHANGE IN INFORMATION

In order to locate you in cases of emergency, it is of the utmost importance to keep information on the child's Application for Enrollment form and the Emergency Transportation Authorization current. Any Changes in status must be corrected on these forms.

ILL STAFF

Center Staff are encouraged to remain at home if they are experiencing any of the symptoms as stated on the Management of Communicable Disease chart. Substitutes will be utilized to replace regular child care employees as needed.

In the case of a communicable disease, a doctor's statement will be required of an employee before returning to work. The statement should simply state they are no longer contagious and may return to work.

Staff Training

Staff are trained by the American Red Cross, Sinclair approved faculty or other qualifying agencies. They are trained in child development, first-aid, child abuse, CPR and the management of communicable disease.

ADMINISTRATION OF MEDICATION

REQUIRED FORM

In accordance with the State of Ohio regulations, no medications, vitamins, special diets, or creams and lotions may be given to a child in the Centers without the completion of the required form. This form is available from the staff in the Centers or the office.

MEDICATION LABELS

The label on all medication must include the child's name, doctor's name, pharmacy name, prescription number, date and directions. Licensing laws prevent us from administering any medication which is dated more than six months.

No more than two doses per day of a medication will be given to a child..

OVER-THE-COUNTER DRUGS

Over the counter drugs may be administered to a child if prescribed by a doctor with pharmacy label, child's name, doctor's name, pharmacy name, prescription number, date and direction. This prescription label must be dated within the last six months.

PHYSICIAN RELEASE TO ATTEND SCHOOL

If a child has been excluded from the Centers for any illness that is contagious, a written statement from a physician may be requested.

If a child has an injury or contagious illness and has been excluded from the Centers, a written statement from a physician may be requested. This should verify that the child is able to participate freely in all school activities.

(A) A child care staff member with current, valid training in the management of communicable diseases according to rule 5101:2-12-27 of the Administrative Code shall observe each child daily upon arrival at the center.

(B) The center shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

(C) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian:

(1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary (armpit) method with a digital thermometer. The thermometer shall be sanitized after each use.

(2) Diarrhea (three or more abnormally loose stools within a twenty-four hour period).

(3) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.

(4) Difficult or rapid breathing.

(5) Yellowish skin or eyes.

(6) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.

(7) Untreated infected skin patches, unusual spots or rashes.

(8) Unusually dark urine and/or gray or white stool

(9) Stiff neck with an elevated temperature.

(10) Evidence of untreated lice, scabies, or other parasitic infestations .

(11) Sore throat or difficulty in swallowing.

(12) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

(D) A child isolated due to suspected communicable disease shall be:

(1) Within sight and hearing of a staff member at all times.

(2) Cared for in another room or portion of a room away from other children.

(3) Provided with a cot and made comfortable. After use, the cot shall be sanitized with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and sanitized with an appropriate germicide.

(4) A school child may be made comfortable on a mat that shall be cleaned with soap and water and sanitized with an appropriate germicide.

(E) The center shall implement the following preventative practices for the management of communicable disease on a daily basis:

(1) The center administrator shall ensure that training is provided for all staff in the process of hand washing and diapering. Employees shall also be provided with training on basic precautions as outlined in paragraph (D) of rule 5101:2-12-15.1 of the Administrative Code.

(2) The center administrator shall ensure that staff are following procedures described in paragraph (E)(1) of this rule.

(3) The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness.

(4) The center shall notify parents, within the next day of center operation, when their child has been exposed to a communicable disease.

(5) Centers shall follow the current version of the JFS 08087 "Ohio department of health Communicable Disease Chart" (rev. 04/2006) for appropriate management of suspected illnesses. The chart shall be posted in a location readily available to center staff and parents.

Effective: 01/01/2007

MANAGEMENT OF COMMUNICABLE DISEASE

NOTIFICATION OF PARENTS

Parents will be notified if their child is exhibiting signs or symptoms of illness. We will inform all parents in writing if their child has been exposed to a communicable disease while in the Centers. The chart with details concerning these diseases is posted in the office (Room 9101)

<u>DISEASE</u> <u>INCUBATION</u>	<u>SIGNS AND</u> <u>SYMPTOMS</u>	<u>CONTROL MEASURES</u>
CHICKENPOX , incubation 2-3 weeks, usually 13-17 days	Fever and vesicular rash that may appear first on head, then spread to body. Usually two or three crops of new blisters that heal, sometimes leaving scars.	Exclude until all lesions crusted.
COMMON COLD 1-3 days	Runny nose, watery eyes, fatigue, coughing and sneezing.	Exclude children with fever and those who feel unwell.
IMPETIGO , incubation 2-10 days, occasionally longer	Blisters on skin that open and become covered with a yellowish crust. Fever does not usually occur.	Exclude till 24 hours of treatment completed & sores begin to heal.
MEASLES , incubation 7-18 days, usually 14 days	Runny nose, watery eyes, fever, and cough. A blotchy red rash, which usually begins on the face, appears between the third and seventh day.	Exclude at least 5 days after rash appears.
MENINGITIS , (Bacterial) 1-10 days usually 4 days	Sudden onset of fever and headache, usually with vomiting and stiff neck. and frequently a reddish or purplish rash on the skin.	Exclude until adequately treated. Must be under physician's care.
MENINGITIS , (Viral/Aseptic) incubation 2-21 days	Sudden onset of fever and headache, usually with vomiting.	Exclude while febrile. Must be under physician's care.

-25-

<u>DISEASE</u> <u>INCUBATION</u>	<u>SIGNS AND</u> <u>SYMPTOMS</u>	<u>CONTROL MEASURES</u>
MUMPS ,	Swelling over jaw in front of	Exclude for 9 days after onset

incubation 12-25 days.	one or both ears. Pain in cheeks made worse by chewing.	of swelling
STREP INFECTIONS, incubation 1-6 hours	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face).	Exclude until 24 hours of appropriate antibiotic therapy completed.
PINWORM incubation 3 weeks to 3 months	Per anal itching	Exclude until adequately treated. The child should receive medical attention.
LICE, HEAD/BODY incubation eggs hatch in 7-10 days	Lice and nits (eggs) in hair.	Exclude until treated. Absence of nits, or marked reduction in number found, is only good indicator that treatment has taken place. Controlled by improving hygiene; treat whole family at once.
SCABIES (ITCH MITE) incubation 2-6- weeks	Tiny burrows in skin caused by mites.	Exclude until student & all household treated at once.
VIRAL AND BACTERIAL CONJUNCTIVITIS (PINK EYE) incubation hours to days 24-72 hours	Red, itching, runny eyes usually with some discharge or crusting around eyes.	Isolate if eye discharge noted. Exclude until complete 24 hours of antibiotics-if ordered.
INFECTIOUS HEPATITIS A incubation 2-6 weeks, commonly 28-30 days.	2-3 weeks prior to onset of symptoms.	Exclude for at least 10 days following onset of jaundice. Should be under physician's care.

NUTRITION/SPECIAL DIET

Children will be served nutritious meals and snacks. Lunch will include one-third of the recommended dietary allowance. One food from each of the four basic food groups shall be served in a quantity to meet the requirement.

MEAL INFORMATION

Snacks will contain at least one food from two of the four basic food groups. A morning and afternoon snack is served daily.

Lunch will be prepared in the college cafeteria. Snacks will be prepared in the lunchroom kitchen or the classrooms.

The lunch and snack menus will be in the parent mailboxes and is subject to change without notice. All changes will be indicated on the menus posted in the centers.

Food may not be brought into the Centers. If a child does have food or candy in the Center, it will be placed in the parent mailbox.

LUNCH REQUIREMENT

State Licensing Laws state that any child who is in the Center from 11:00 a.m. until 1:00 p.m. inclusively must be served lunch.

SPECIAL DIET

Any child who requires a special diet for medical reasons must have secured the written instructions of a licensed physician for the administration of a modified diet. Special diet requests for other reasons, parents must follow the same requirement excluding the physician's signature. State law requires that children be supplemented with any food group that is eliminated from their lunch. The center requires parents make this substitution.

Lunches brought into the Center by special permission, must be nutritional. No potato chips, pop, cookies, any other type of junk food are permitted to be served for lunch. Parents should bring in at least one item from each of the four food groups.

BIRTHDAY TREATS

Parents are welcome to send treats to share with all children on birthdays or special occasions. The treats will be served during snack-time or a dessert for lunch. Please let the teacher know at least one week in advance that you plan to bring in a treat, so that it may be placed on the menu.

FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. These will consist of walking on Sinclair campus. The Centers will provide adequate, responsible adult supervision for these excursions. Occasionally there may be a trip that necessitates bus transportation. When the trips require bus transportation the children will be taken on a chartered bus. Parents are encouraged to participate. A list of children and who they are assigned to will be taken for the field trip.

Written permission for your child to participate is required. All children will have name tags and assigned to a specific adult. The attendance book, emergency contact list, first aid kit, and a cell phone will be taken. Adults are positioned through the group for appropriate supervision. Children are counted regularly during the field trip.

Children should be dressed in washable, comfortable clothing. Plastic aprons are provided by the Centers for art and water play. It is highly recommended that the children wear comfortable clothing and shoes.

Boots and dress shoes, and open toe sandals are not suitable for play. All clothing should be marked with the child's name.

OUTDOOR PLAY

Children attending the Centers should be able to participate in all activities on the daily schedule, including outside play. **If a child has a medical condition that prevents him/her from participating in any part of the program, the child should not come to the Centers.**

Children participate in daily outdoor activities if weather permits and should be dressed accordingly. Fall and Spring mornings can be quiet chilly. A heavy winter jacket, mittens, and hat should be worn in the winter. Children will not be taken outdoors if the temperature is less than 17 degrees.

EXTRA CLOTHING

Water activities, sand play, and occasional bathroom accidents require that an extra set of clothing be kept at the Center. All extra clothing should be placed in a shoe box with his/her name on both ends of the box. Keep the clothes updated as to size and season.

If wet or dirty clothes are sent home, please return a clean extra set the next morning. If your child wears the Centers' clothes home please return them clean within two days.

TOILETING

One of the center goals for the children is that they establish self-help skills. It is advisable that clothing be easy to pull up, button, zip, snap, buckle, etc. Teachers will not assist children in snapping bodysuits. **Children must be completely potty trained to be enrolled in the Centers. "Pull-up" pants are not permitted.**

I have read the Parent Policy Handbook of the Early Childhood Education Centers and accept this agreement.

Name of child _____

Signature of parent or guardian _____

Date _____