



After School Programs Parent Handbook

<p><u>Midway Elementary</u> 3156 Glenmore Ave. Cincinnati OH 45211 Dana Couch o. 363-3500 c. 882-9316 dcouch@thccincy.org License # 207186</p>	<p><u>Silverton Paideia</u> 7451 Montgomery Rd. Cincinnati OH 45236 Amanda Hobbs o. 363-5472 c. 378-1364 ahobbs@tchcincy.org License # 200435</p>
<p><u>Mt. Washington</u> 1730 Mears Ave. Cincinnati OH 45230 Kaitlyn Rinear o. 527-7323 c. 335-9677 krinear@tchcincy.org License # 201134</p>	<p><u>Costars After School Program At Carthage</u> 125 W North Bend Rd Cincinnati OH 45216 Dana Couch o. c. 882-9316 dcouch@thccincy.org License # <i>application</i></p>

Beth Wiseman
School Age Services Manager
bwiseman@tchcincy.org
513-527-7322

The Children's Home of Cincinnati
4550 Red Bank Exwy.
Cincinnati OH, 45227

Program Overview

- Mission
- Program Information
- Sample Daily Schedule
- The Staff
- Philosophy
- Cooperation with Regulatory Agencies
- Curriculum
- Structure
- Activities
- Goals for Students:
- Student Assessments
- Participation

Enrollment

- Registration
- Waiting List
- Eligibility
- In-Eligibility
- Special Needs
- Withdrawals
- Transitions

Financial Policies

- Tuition and Voucher Policy
- Tuition
- Late Pick Up Fee
- Tuition Credits

Policies

- Child Custody
- Children's Clothing
- Personal Items
- Children's Cell Phone Usage
- Computer Usage Policy
- Outdoor Policy
- Illness Policy
- Swimming
- Child Abuse Reporting
- Child Care Emergency Closing
- Weather Closings / Delays Update
- Holidays
- Child Care Emergency Closing
- Weather Closings / Delay Updates
- Risk Management
- Visitors
- Non-Smoking Campus
- Babysitting Policy
- On-Site Nursing Space
- Infant Care
- Napping and Resting
- Evening and Overnight Care

Procedures

- Arrivals and Departures
- Late Pick Up
- Release Policies
- Reporting Children's Attendance
- Supervision of Children
- Sign In/Sign Out
- After School Activities
- Therapy Sessions
- Reporting Absences
- Field Trips
- Safety Procedures

Guidance (Discipline) Policy

- Distracting the Child
- Redirecting the Child
- Ignoring the Behavior
- Time Apart from the Group

The Food Program

- General Information
- Mealtime Procedures
- Food from Home
- Modified Diets/Food Supplements
- Nondiscrimination and Civil Rights
- Health and Wellness Policy

Parents as Partners

- Parent Participation
- Open Door Policy for all Parents
- Communication
- Parent / Staff Concerns and Communication
- Parent Roster
- Personal Belongings Brought into Program

Health Care and Emergencies

- Incident Reports
- Immunization
- Health Screening and Referral Process
- Chronic Medical Conditions
- Emergency Transportation
- Medication
- First Aid and CPR
- Topical Ointments
- Automated External Defibrillator (AED)

Emergency Plan

- Emergency Situations

Safety

- Safety Policy

Center Parent Information

Mission

The mission of the School Age Programs is to provide a safe, structured, and academically enriching experience where children learn, grow, and gain new experiences.

Program Information

The After School Programs serve children ages 5 (must be eligible for Kindergarten in the fall school year) to 12 years at Mt. Washington, Silverton and Midway Elementary. Programs are licensed through the Ohio Department of Jobs and Family Services. Our licensing agency requires staff ratios be no higher than 1:18 (adult: child) for children who are enrolled in Kindergarten and up. Group sizes will not exceed 36. We strive to keep ratios at or below those requirements for all staff and students.

The After School Program at Rising Stars at Carthage serves children ages 3 until Kindergarten eligible. The program is licensed through the Ohio Department of Jobs and Family Services. Our licensing agency requires staff ratios be no higher than 1:12 (adult: child) for children who are at least 3 year; staff ratios are no higher than 1:12. Group size will not exceed 24. The program is able to serve 1 2 ½ year old at a time. We strive to keep ratios at or below those requirements for all staff and students.

The After School Programs operate on the Cincinnati Public Schools calendar year, beginning promptly at 2:15 pm and ending at 6:00 pm, Monday through Friday. Programming includes meal service, homework support, enrichment activities, STEAM curriculum and recreation.

We believe that there is learning in all that we do. Our goal is to teach children both socially and academically through activity. Each activity is aligned with an Ohio Core Content Standard or social learning skill. This is done to provide students with enrichment in both areas.

Sample Daily Schedule

2:15 – 3:00	Check in and Dinner Service
3:00 – 4:00	Homework*
4:00 – 5:00	Art / Science / Enrichment
5:00 – 5:30	Recreation
5:30 – 6:00	Snack, Free Choice and Pick up

*Preschool Programs – this will be stations and group time

The Staff

The program staff are dedicated professionals who strive to provide each child with the best possible after school experience. They are devoted to teaching, exploring, and nurturing the students through a variety of team building, academic, and social skill activities in a safe and structured environment. Staff is trained in first aid, CPR, communicable disease, and child abuse recognition. Staff that currently do not hold a degree in education and or early childhood attend 15 hours of in-service training annually focusing on school age children.

Philosophy

We believe that it is important for families to have safe and reliable care for their children. We have designed a program with safeguards to ensure that children not only have the opportunity to experience new and challenging activities, but also to feel secure and safe while having fun.

Cooperation with Regulatory Agencies

The Ohio Department of Job & Family Services licenses the Program. The Program meets or exceeds state

standards at all times. The license is displayed in the main entrance way. The licensing law and rules are available for review at the parent's request. The licensing record, compliance report forms, complaint investigation reports, and evaluations from building and fire inspections are available for review from ODJFS.

The department's web site is <http://jfs.ohio.gov/cdc>

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

Parents may call the Ohio Department of Job & Family Services toll-free number if they suspect the Center has violated licensing rules and regulation.

The number is 1-877-302-2347 option #4. The phone number is also listed on our program license.

The Ohio Department of Job and Family Services (ODJFS) has search capability to locate early care and education programs regulated by ODJFS and programs licensed by the Ohio Department of Education (ODE) at <http://childcaresearch.ohio.gov/>. Individuals can search based on county, city, zip code, program type, program name, license number, and/or Step Up To Quality (SUTQ) rating.

Furthermore, child care programs have the ability through the Ohio Child Licensing and Quality System (OCLQS) to add days/hours of operation and services provided such as before/after school care, evening or overnight care, meals and field trips. This information displays on the website.

Effective December 12, 2018 the ODJFS child care search has enhanced functionality that allows individuals the option to receive program inspection updates via a Really Simple Syndication (RSS) feed. RSS is a way for websites to distribute information to subscribers automatically. Individuals can now receive notification when a new inspection is posted online. This notification is sent three days following the date the report is posted to the website. Programs receive a copy of the inspection report one day prior to the report being posted on the website.

Programs may want to add information about this feature to their parent handbooks to inform families.

To sign up for the RSS feed, go to <http://childcaresearch.ohio.gov/> and search for a program. Click on a program name, this takes you to the program detail page. Click on the button 'Interested in receiving updates about this program?', an instructional page displays with detailed instructions about how to subscribe.

If you have any questions, please contact the Child Care Policy Help Desk at 1-877-302-2347 (Option 4) or the following email address: CHILDCAREPOLICY@jfs.ohio.gov.

Curriculum

Learning occurs when trusting relationships have been established and when developmentally appropriate activities encourage mastery and offer challenges. We believe children must be given choices, valued as learners, and respected as individuals. The best curriculum does not come from books, but from parents, teachers, and children. It takes into account far more than just skills to be taught but a way to approach learning. The program uses Building the Primary Classroom. This curriculum is designed so that it can be individualized to best fit the needs of your child.

Structure

We believe that structure is a vital part of operating a children's program. Therefore, we work diligently throughout the year planning for each day in order to ensure that families are provided a well-planned and maintained program throughout the school year. Curriculum is designed to offer hands-on, developmentally appropriate activities organized into learning centers. Our child-center approach includes opportunities for small and large group activities,

dramatic play, science, art, music and movement, math, and literacy development. All of our programming adapts to the changing needs, interests, and abilities of the children in our care.

This also allows us to provide parents with a detailed schedule of their child's activities.

Activities

We believe that there is learning in all that we do. Our goal is to teach children both socially and academically through activity. Each activity is aligned with an Ohio Core Content Standard or social learning skill. This is done to provide students with enrichment in both areas. The program does not conduct formal assessments on students.

Goals for Students

Socio-Emotional Development

To experience a sense of self-esteem; to exhibit a positive attitude toward life; to demonstrate pro-social behavior.

Cognitive Development

To acquire learning and problem solving skills; to expand logical thinking skills; to acquire concepts and information leading to a fuller understanding of the immediate world; to demonstrate skills in make believe play; to expand verbal communication skills; to develop beginning reading and writing skills.

Physical Development

To enhance all gross motor skills; to enhance and refine fine motor skills; to use all senses in learning.

Student Assessments

The program utilizes the following assessments;

💛 DESSA - The assessment is entirely strength-based; meaning that the items query positive behaviors (e.g., get along with others) rather than maladaptive ones (e.g., annoy others). The DESSA is organized into conceptually derived scales that provide information about eight key social-emotional competencies. Standard scores can be used to calibrate each child's competence in each of the eight dimensions and guide school/program-wide, class wide, and individual strategies to promote those competencies. For each item, the rater is asked to indicate on a five-point scale how often the student engaged in each behavior over the past four weeks.

💛 The program uses informal assessment measures including but not limited to anecdotal notes.

The program does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Participation

We strive to encourage all children to participate in activities offered through the program. Many times children are hesitant if an activity is new to them. Staff will encourage children to try new things, but sometimes a little extra help is needed. Please encourage your child to participate in all activities, as part of our goal is to introduce them to new ideas and activities designed to enhance their academic and social development. If your child is unable to participate due to an illness or health condition, we request that you inform us in writing and such information must be stated in your registration packet.

If a child strongly refuses to participate in an activity, he/she will be allowed to sit out in the area as long as the staff can maintain supervision. If your child becomes ill or tired and needs to rest, a cot and a quiet space will be provided within direct supervision of staff.

Enrollment

Registration

Registration for After School Programs begins in May for the upcoming school year and continues throughout the

year as space allows. Space is limited to between 45 and 70 students per day depending on the programs license capacity; students are enrolled on a first come first serve basis depending on availability by age group. Parents interested in the After School Programs should contact the After School Services Manager at The Children's Home of Cincinnati to request an enrollment packet. They may also contact the Site Supervisor at their respective participating school.

The family's account must be in good standing, in order to be eligible to register at any time. Children will not be allowed to attend the program without all necessary paperwork, including the enrollment and health forms, being completed and processed. Please allow 3-5 business days to process paperwork.

Waiting List

Once the program has reached capacity, a wait list is maintained. An application must be on file in order for your child to be on the wait list. Alternative afterschool options will be given to families that do not wish to be placed on the list.

Eligibility

Children ages 5 to 12 years of age (enrolled in Kindergarten) are eligible for the After School Program. Mt. Washington after school includes children ages 3 – 5 years of age and enrolled in the preschool program. We do not discriminate against any race, color, creed, religion, sex, national origin, sexual orientation, or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Due to safety concerns we currently do not accept children whose families have not granted us permission to emergency transport their child in the event of a life threatening emergency for treatment.

We do not discriminate against any race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

To be enrolled in the program an enrollment application must be completed in its entirety including; the health and enrollment documents.

In-Eligibility

Students who are not able to be successful in 1:15 ratio (1:10 for preschool age) and who do not exhibit self-control are not eligible for enrollment. Students currently engaged in intensive intervention services (e.g. Early Childhood Day Treatment, Day Treatment, Lower School, etc.) are not eligible for enrollment. Students who have previously been enrolled in intensive intervention services and DID NOT receive a successful discharge must meet with program supervisor to complete program assessment to determine fit. A pattern (3 or more) behavior interventions resulting in removal from classroom will result in suspension of services until parent meeting and a behavior plan in place. Recurring disruptive behavior may result in removal from program. If found ineligible for programming, families will be contacted by program Supervisor / Manager and a resource for alternate programs will be provided.

Special Needs

Children with special needs are welcome to attend our program. Each case will be determined individually and determination of acceptance into the program will be made with the parent, After School Services Manager, and the After School Site Supervisor. Determination may also include counselors, mental health providers, and /or HCJFS case workers. Activities and space will be adapted as much as we are reasonably able to accommodate. However, if it is judged that the individual needs of a child cannot be met in group care, we reserve the right not to enroll the child and will assist the family in connecting with the appropriate resources. **Children with chronic health problems must have a signed Medical/Physical Care Form on file.**

Withdrawals

A parent's right to withdraw a child from the center is respected. **A written three day notice is required.** Your account must be paid up to the last day of attendance once notice is given. If it is judged that the individual needs of a child cannot be met in group care, the manager reserves the right to withdraw the child. When a situation is identified that could lead to disenrollment, the Supervisor and teacher will work with parents to overcome the problem. Should disenrollment become necessary, a written notice is generally provided.

Transitions

For children that are transitioning into the program the Supervisor calls to orient families including providing information about policies and procedures. The parents and Supervisor go over the general transition plan and any needed adjustments are made at this time. For after school programs the Supervisor will work with the classroom teacher and student to discuss dismissal plan changes and transitioning into the program.

Families are required to give the center a three day withdrawal notice. Upon receiving this information the parents are contacted to discuss a transition plan including information about where the child is going and child's last day at the center. Teachers talk with all children about the upcoming transition and share information with children as appropriate.

Financial Policies

Tuition and Voucher Policy

The Early Childhood Center establishes the center's tuition rates and reserves the right to adjust them to cover increases in the cost of operation. Parents will receive adequate notice, in writing, of fee adjustments. There will be no allowances for vacation or sick time. Parents must notify the center if the child is no longer eligible for vouchers services through HCJFS. If this situation occurs, vouchers or private pay tuition will be accepted as we work with the family on transitioning the child to a new site. Parents using child care vouchers while alternate care is established are responsible for paying the co-pay amount set by Hamilton County Job and Family Services.

A \$30.00 charge will be applied for all returned checks.

Families attending weekly will receive an account statement each week on Wednesday. Receipts are given upon payment. If at any time you have questions regarding your account please contact the Site Supervisor or Accounts Receivable at (513) 272-2800.

The Children's Home of Cincinnati Tax ID number is included on all account statements and is available upon request.

If the staff has been unable to contact you by 7:00 pm, 241-Kids will be called for child abandonment.

Tuition

Tuition payments are due by 6:00 pm on Friday for the next week of attendance. Tuition is payable by check, cash, credit card, or money order. The center reserves the right to withdraw the child from the center after one week of non-payment of tuition.

After School	\$70.00 / week
Preschool After School	\$75.00 / week

Families utilizing the Electronic Child Care Swipe Card System are required to swipe for previous check in and check out each evening. After school staff is not allowed to swipe for students or have access to passwords for any reason. If a child is denied coverage using the HCJFS swipe card, parents are responsible for paying the standard fee and are also responsible for contacting HCJFS regarding current status. Failure to swipe card in a timely fashion may result in paying the standard fee for services.

Late Pick Up Fee

Late fees are \$5.00 for the first 10 minutes and an additional \$1.00 for each additional minute after 5:40 pm. All late fees are due at the time of pick-up and are assessed per family. First late pick up fee will be waived for the 1st 10 minutes. 3 late pickups may result in removal from the program.

Tuition Credits

A credit of \$14.00 is assessed for any day that the program is closed. These credits include partial weeks and holiday breaks. **Program fees are not waived issued for illness or vacation.** Fees must be paid in accordance with payment schedule unless arrangements are made in advance with the finance department.

Preschool After School - A credit of \$15.00 is assessed for any day that the program is closed. These credits include partial weeks and holiday breaks. **Program fees are not waived issued for illness or vacation.** Fees must be paid in accordance with payment schedule unless arrangements are made in advance with the finance department.

Policies

Child Custody

Legal decisions regarding issues of child custody will be respected. In fairness to parents and children, documentation of the rights of each parent is required in order to restrict visitation where necessary.

PLEASE NOTE: We are unable to refuse any parent the right to pick up their child without a copy of the COURT ORDER on file.

Children's Clothing

Dress your child in clothing that is comfortable for a variety of active and messy activities. We will provide a Lost and Found box.

Personal Items

Parents are asked to see that children do not bring toys to the program. Children are asked to leave all cell phones, toys, radios, electronics etc. at home. Children are asked to store cell phone and other electronic items that must be brought on campus in the office. Our staff is not responsible for lost, stolen or damaged items.

Children's Cell Phone Usage

Children are not permitted to use cell phones while in programming. In the event that a child needs to contact a parent the program phone will be used. Programs do not permit cell phone use for any reason and ask that if cell phones are brought to programming they are stored in the main office.

Computer Usage Policy

Students who access computers during after school programming must follow Cincinnati Public Schools Student Acceptable Use Policy and Internet/Network Safety Agreement. The Children's Home program staff will review appropriate usage of technology.

The Cincinnati Public Schools ensure that filtering/blocking software is in use to block access to sites and materials

that are inappropriate, offensive, and obscene, contain pornography, or are otherwise harmful to minors.

The after school program does not use television, videos, video game in programming.

Outdoor Policy

The outdoors is an extension of the classroom. Children will play outdoors daily throughout the year, when the temperature and wind chill are above 25° and below 90° Fahrenheit. The gym is available to the children every day and can be used during inclement weather. Parents can assure their comfort when outside by providing appropriate outdoor clothing, being careful not to over or under dress your child. Due to staffing demands, children are not allowed to stay inside while their group is outside.

Illness Policy

The Child Care Program operates for well children and staff only. Children who are mildly ill (ex. minor cold) may attend the center with the Program Manager's approval. Children should be fully able to participate in all activities, including outdoor play. Children with symptoms of communicable diseases will rest in the Sick Bay. A staff member is to remain with the child at all times until the parent or designated representative arrives for the child. Parents shall remove the child within one hour after notification. In the event we cannot reach the parent we will contact the emergency representatives designated by the parents. In spite of our best efforts to isolate children with symptoms of communicable diseases, your child is in a group setting and will be exposed to many other children and adults. Because of this, it is important that parents establish a reliable, alternative plan for childcare.

Children exhibiting signs of illness listed below should remain at home. The following are indications of illness that will necessitate removal:

- ♥ Temperature of at least one hundred and one degrees Fahrenheit (100 degrees if taken axillary) 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.
- ♥ Diarrhea (three or more abnormally, unexpectedly 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) 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 an elevated temperature.
- ♥ Evidence of untreated lice, scabies, or other parasitic infestations.
- ♥ Sore throat or difficulty in swallowing.
- ♥ Vomiting more than one time or when accompanied by any other sign or symptom of illness. Children will be required to remain at home for 24 hours symptom free if he/she is sent home from the center. If the child was seen by a physician and is declared non-communicable, s/he may be readmitted with a physician's statement indicating that the child is free of communicable disease.

The Supervisor retains the right to continue to exclude the child despite a physician's statement if that statement contradicts the center's policies. Parents of every child enrolled in the exposed class will be notified when a communicable disease is introduced. Parents will be advised of symptoms and incubation periods, if appropriate. The Ohio Department of Health's "Child Day Care Center Communicable Disease Chart" is posted in the hallway. Children who are sent home with a communicable disease and are in the sick bay and or used their blankets will follow these precautions to help prevent the spread of germs:

- ♥ Blankets will be sent home with the child to be washed, If the blanket belongs to the center it will be immediately washed
- ♥ The cot and any other items the child had with them in the sick bay will be washed and disinfected with bleach

and water immediately following the release of the child.

Staff who exhibit signs of communicable disease will remain away from the children and/or center. It is a requirement that all staff receive training in communicable disease recognition provided by The Children's Home of Cincinnati or other appropriate agencies. Staff is also trained in hand washing and disinfecting procedures by an administrator within 30 days of employment. These policies are also posted in each classroom.

Swimming

After school programs do not participate in swimming.

Child Abuse Reporting

By law, all program staff and administrators are required to report suspicion of child abuse and/or neglect to the Hamilton County Department of Job and Family Services.

Child Care Emergency Closing

In case of emergency closing, parents will be notified by a message on the center's voice mail and by public radio and television announcements.

Weather Closings / Delays Update

If the program operates is closed for inclement weather or Cincinnati Public Schools cancels, it will be messaged on local news stations (5, 9, 12, and 19) for closing and delay information. Closings and delays will be listed as Camp I Can at The Children's Home.

We apologize for any inconvenience this may cause. If you have any questions or concerns, please contact an administrator. Please be sure to watch for closings and make plans accordingly.

In the event of an emergency closing resulting in the closing, you will be called to pick up your child. If you cannot be reached, we will attempt to contact the emergency contacts listed in your registration packet.

Holidays

Celebrations, rituals, and social activities are an important part of childhood and families. In an effort to include all families we will have celebrations of the season instead of recognizing individual holidays. We will strive to support the unique needs of each child and family and ensure that all feel welcome members of our program, while supporting education values of health and safety, good nutrition, sound mental health, and multicultural inclusiveness.

Out of respect for family choice and the children's daily routines, commercialism is discouraged.

Child Care Emergency Closing

In case of emergency closing, parents will be notified by a message on the center's voice mail and by public radio and television announcements.

Weather Closings / Delays Update

The program operates on days when the school is in session. If the school is closed for inclement weather or Cincinnati Public Schools cancels, the After School Programs will be closed as well. Please check the local news stations (5, 9, 12, and 19) for closing and delay information. Closings and delays will be listed as Cincinnati Public School

We apologize for any inconvenience this may cause. If you have any questions or concerns, please contact an administrator. Please be sure to watch for closings and make plans accordingly.

In the event of an emergency closing resulting in the closing of afternoon activities, you will be called to pick up your child. If you cannot be reached, we will attempt to contact the emergency contacts listed in your registration

packet.

Risk Management

Every effort is made to provide a safe and secure environment for children. All outside entrances remain locked 24 hours a day. The center has an intercom system as well as a central fire alarm and sprinkler system. Evacuation routes are posted throughout the center. Parents are encouraged to identify and discuss with the Supervisor any perceived risks to a child's health and safety.

All visitors and staff may not bring any weapons, legal or illegal drugs into the program or on campus. Any prescription or over the counter medications should stay out of the program or out of the reach of children. Any visitor who will be in the program longer than to pick up or drop off a child will be asked to keep their personal belongings locked away in the staff office.

Visitors

Parents are welcome to visit our program at any time. Your visits can be scheduled or unscheduled. Any other visitors to our program must be approved by the supervisor and/or your child's counselor. The only exception to this rule would be for licensing specialists or school representatives, who may stop unannounced to make sure we are in compliance with codes and regulations. Scheduled visitors may include extended family members of children, consultants, supervisors for student teachers, volunteers, visitors providing enrichment activities, new parents, and The Children's Home facilities staff. It is our goal to keep you informed of the presence of our visitors, especially if they will be visiting in your child's classroom.

Non-Smoking Campus

All Cincinnati Public Schools have a strict no-smoking policy. Please refrain from smoking in the parking lots or outside the building.

Babysitting Policy

In order to maintain appropriate professional boundaries, it is the policy of the program that staff does not baby-sit for the children who are utilizing our services.

On-Site Nursing Space

The program does not offer an on-site nursing space however space can be made available in the Emery Building upon request.

Infant Care

The program does not provide care for infants, toddlers, or preschool age students except those ages 4 and eligible for Kindergarten in the upcoming school year. Information and resources for child care can be made available upon request.

Napping and Resting

A quiet space is provided for children who want to rest or nap. The after school program does not provide a nap or rest time during programming.

Evening and Overnight Care

The program does not provide evening and overnight care. Information and resources for child care can be made available upon request.

Procedures

Arrivals and Departures

Students will be dismissed from the school day to the program at 2:15 pm by the school day staff and will then be

signed in by an Afterschool staff member. If a child is not in attendance by 2:20 pm and the school teachers and IA's cannot identify where the child is, the parent/guardian will be contacted immediately by phone.

If your child is arriving from or will be attending an afterschool activity/program outside of the after school program this schedule should be shared with the staff so we can coordinate with the program and note attendance accordingly. Please let the staff know if you are planning on picking your child up from the external program/activity, so we know they will not be returning.

All children must be signed out by a parent or adult escort listed on the Authorizations Form when departing from any part of the program for the day, and the escort **MUST** make contact with a staff member (see release policy).

Staff will immediately record children's attendance on the daily attendance record upon arrival and dismissal.

Please note: Vehicles must be turned off and keys removed from ignition when you or your escorts are picking up your child.

Late Pick Up

Students must be picked up by 6:00pm. 1st time late pick up fee will be waived for the 1st 10 minutes. 3 late pickups may result in removal from program. If for any reason, you are unable to pick up your child/ren by the closing of the day a fee of \$5.00 will be assessed for the first 10 minutes and an additional \$1.00 for each additional minute after 6:10pm. All late fees are due at the time of pick-up. All fees are charged by family. Failure to pay may result in suspension from program.

If the staff has been unable to contact you by 7:00 pm, 241-Kids will be called for child abandonment.

Release Policies

Every effort is made to provide a safe and secure environment for children. Parents must pick up their children in the school building. If a child is in another location, a staff member will locate the child and bring him/her to the release location. Children are released only to persons aged 16 and older that the parent/guardian have designated in writing or with an authorized phone call. If the adult picking up the child is unfamiliar to staff, the adult is required to show his/her driver's license for identification. Escorts must also sign the child in or out. Parents will be contacted to verify pick up by any escort arriving without prior notice from the parent/guardian. Parents will also be notified if a non-authorized adult arrives to pick up their child. The Children's Home staff reserves the right to refuse pick up to anyone who we cannot verify identity. Students are not allowed to leave their groups without permission and must always be in direct supervision of a staff member.

Reporting Children's Absences

Since teachers plan their day's activities based on the number of children expected for the days and hours children usually arrive, we ask that parents notify the center if their child is going to be absent, late, or if they plan to pick them up especially early. Due to SUTQ requirements, parents must share the reason for their child's absence if the absence exceeds two consecutive days. Children may not exceed 10 absences per half year or they will be subject to over-absent day fees from the program.

Supervision of Children

The best way to ensure the safety of the children is to actively supervise them. This means knowing where the children are at all times, always being able to see them, and participating with them. Children must always be in direct supervision of staff. Children will not be allowed to leave the group unless given permission by the supervising adult and must be in direct supervision at all times. At no time will children be allowed to leave the

supervision of an adult. Children are not permitted to walk home without a parent or authorized escort unless there is a Parent Walker Permission Form on file.

Sign In/Sign Out

Parents and escorts must sign children out each day in the school building. This is an important tool because it is used to check attendance during emergency procedures. If others will be picking up your child/ren, you must let them know to follow this procedure. Parents and escorts should verbally check in with program staff and drop off and pick up each day.

After School Activities

Students may participate in after school activities taking place within the school building, but not associated with the After School Program. In order for students to participate parents must complete a program permission slip including written and signed permission for children to participate in activities elsewhere in the building. Students are responsible for walking from the activity to the After School Program. During this time the After School Program is not responsible for the student and will not sign the student into programming until they report in at the end of activities.

Therapy Sessions

Students must have a signed permission slip from parent or guardian stating the name of therapist, dates, time and locations of each appointment and signature indicating families understand that students are not under the care of ODJFS licensed child care during this time. Permission slips are on file with the program and can be obtained from Supervisor. Therapeutic sessions may only occur as designated on the permission slip. Daily group schedule will be made available upon request and supervisors will help to determine best fit times for sessions. Programs are unable to provide on-site meeting space, therapist must make spacing arrangements.

Reporting Absences

If you are planning a vacation or other absence, please notify us of the dates as soon as possible. **Please remember, there are no tuition credits given for vacation or absent days.** If your child is absent for two or more consecutive days, we will call the parent/guardian to gather the reason.

In the event that your child will not be attending after school but will be at school please make sure to send a note to your child's teacher. Teachers will communicate with the after school staff during arrival.

Field Trips

We will limit field trips outside of the center and instead offer enrichment activities on our grounds. The After School Program may take field trips during the school year. Parents/Guardians will receive information prior to each field trip. Each child must have a signed permission form to participate in the field trip. Students would only be transported by a contracted Yellow School Bus service in the event of a field trip. Students will be supervised at all times. All staff is trained in field trip safety.

Safety Procedures

No child shall be left alone or unsupervised. There is immediate access to a working telephone in each classroom and office space. Use of spray aerosols shall be prohibited when children are in attendance at the child day care center. In non-life threatening instances, the center staff will provide on-site first-aid. If a child requires medical attention, the child's parent will be contacted, informed of the injury, and asked to pick up the child. If an accident or injury is life threatening or requires immediate medical attention, staff will call 911.

Guidance (Discipline) Policy

Parents and teachers are interested in promoting self-control and appropriate social behavior in children. The role of the adult is to assist the child in mastery of the environment as well as helping him with mastery of himself. This is accomplished through meaningful relationships and interactions between parent, teacher, and child. The center staff is trained to use the following techniques:

Young children have difficulties with self-control for a variety of reasons. Often it occurs because children are still learning what they need to do and how they need to do it. They just need more practice! Young children tend to show us their worries and feelings through their behavior. It is important for teachers and parents to work together to try to understand what the child is trying to communicate so appropriate interventions can be planned.

If a child's behavior poses a safety risk to themselves or others, the Supervisor may immediately remove the child from the program and parents or emergency contact may be notified for immediate pick up. If such should occur, the parent or emergency contact should make arrangements to pick the child up in an appropriate amount of time.

Distracting the Child

The teacher will turn the child's attention from the unacceptable behavior to a more acceptable one without directly confronting the child.

Redirecting the Child

The teacher will verbalize with the child what he/she has done, how it affects the children in the classroom, and how it makes the child feel. Then, together, they find an appropriate way to amend the situation and/or find a more appropriate activity.

Ignoring the Behavior

The teacher will ignore the unacceptable behavior if it is not doing any harm to the child, other children, or the environment.

Time Apart from the Group

If the above methods are not effective, it may be necessary to separate the child from the group. He/She may rejoin the group as soon as he/she is able to conduct themselves appropriately in the group or setting.

All employees and staff shall not:

- ♥ Abuse, endanger or neglect children, including shaking a baby
- ♥ Utilize cruel, harsh, unusual, or extreme techniques.
- ♥ Utilize any form of corporal punishment.
- ♥ Delegate a child or children to manage or discipline another child or children.
- ♥ Use physical restraints on a child
- ♥ Restrain a child by any means other than holding children for a short period of time, such as a protective hug, so that the children may gain control.
- ♥ Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
- ♥ Prone restraint includes physical or manual restraint.
- ♥ Place children in a locked room or confine the children in any enclosed area.
- ♥ Confine children to equipment such as cribs or high chairs.
- ♥ Humiliate, threaten or frighten children.
- ♥ Subject children to profane language or verbal abuse.
- ♥ Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.

- ♥ Punish children for failure to eat or sleep or for toileting accidents.
- ♥ Withhold any food (including snacks and treats), beverages or water, rest or restroom breaks.
- ♥ Punish an entire group of children due to the unacceptable behavior of one or a few.
- ♥ Isolate and restrict children from all activities for an extended period of time.

Our center does not permit, nor will it tolerate, the use of physical discipline or any abusive methods. Violation of this policy by staff or agency representatives will be grounds for immediate termination of employment. The discipline rule applies to all persons on the premises.

The Food Program

General Information

The food served meets the standards set by the United States Department of Agriculture, and local and state health departments and licensing guidelines. Children with special diets for medical reasons must have a physician's statement on file. Children with dietary restrictions due to religious reasons must have a written statement from parents stating the food products that are restricted.

Mealtime Procedures

Nutritious meals and snacks are an important part of your child's day. A light dinner and an afternoon snack will be served to the children present. Menus will be posted on the parent board. Please see the attached schedule for meal times. There is no charge for meals.

Food from Home

Parents/Guardians are asked to see that their children do not bring food to the classroom except for special occasions where it can be offered to all children.

Modified Diets/Food Supplements:

In the event that there is a dietary restriction, the following policy must be adhered. While children are present in the program our meals must provide them with 1/3 of the recommended daily dietary allowances specified by the USDA. This includes, at a minimum, the following:

- 1 serving of milk - dairy
- 1 serving of meat or a meat alternative – protein
- 2 servings of vegetables and or fruits
- 1 serving of bread or grains

Children who are on modified diets, such as a vegetarian diet, must have the dietary groups listed above when they are in our care. The center does not supply alternative foods so it is the parent's responsibility to supply their child's alternative food. Some examples of alternative foods are: Milk – Soy Milk Meat – Veggie burgers, Veggie (chicken) nuggets, Veggie (sausage) links, and Veggie (lunch meat) slices. The frozen foods work out well because they can be kept for a long period of time and used as needed.

Parents who choose for their child to be on a modified diet must complete the modified diet form to be kept here at the center.

The only exception to this rule is if a doctor has completed a medication form stating that the child does not need to consume any alternative to that group at all. For example, the child does not need to consume any protein.

Nondiscrimination and Civil Rights

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or

retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Health and Wellness Policy

The Children's Home of Cincinnati is committed to promoting a culture of health and well-being by supporting healthy eating, physical activity and chronic disease management.

Families interested in receiving a copy of The Children's Home of Cincinnati full Health and Wellness policy, may request a copy.

Parents as Partners

Parent Participation

The After School Program is committed to supporting parents and children. We feel strongly about communicating with parents about your child's experiences at the center. We feel that parents' participation in various classroom, center events and program planning helps strengthen the relationships between parent, teacher, and child. Parents are encouraged to become highly involved in the center.

Open Door Policy for all Parents

Parents are welcome to visit the program at any time and are encouraged to do so.

Communication

In order for us to provide for the individual needs of each child it is important for parents and teachers to communicate regularly. Please set aside some time in each day to talk with your child's teacher or program supervisor. It is our goal to keep you informed as much as possible. Lesson plans will be posted on the parent board outlining our schedule of activities and events. Please let us know if you have any suggestions and/or concerns that you would like to share. Your input is extremely important to us. We highly encourage you to complete the surveys as this helps us to address any concerns and plan for the upcoming year.

Parent /Program staff Concerns and Communication

Just as program staffs are encouraged to discuss concerns with parents, parents are encouraged to ask their child's program staffs any questions they may have about their child's care in the program. It is important for parents and staff to clear up any questions or misunderstandings quickly. Nearly all concerns are best addressed at the classroom level, but if parents and program staffs are not able to reach a mutually satisfactory resolution, parents and staff are encouraged to discuss their concerns with the supervisor or manager. Good communication between staff and parents is vital to the smooth running of the program. General center issues may be discussed with the manager. Please note that counselors must remain in ratio and actively supervising students. In the event that a staff member is able to meet with a parent immediately an appropriate time will be scheduled.

Parent Roster

A roster of names and telephone numbers of parents/guardians of children attending the program will be available upon request. Only those parents and guardians who indicate on the Child Enrollment and Health Information form they want their information included will be included. The parent roster will only be given to parents or guardians of a child who attends the program and individuals associated with the center that requests it for center related business.

Personal Belongings Brought into Program

All visitors and staff may not bring any weapons, legal or illegal drugs into the program or on campus. Any prescription or over the counter medications should stay out of the program or out of the reach of children. Any visitor that will be in the program longer than to pick up or drop off a child will be asked to keep their personal belongs locked away in the staff office.

All Cincinnati Public Schools as well as The Children's Home of Cincinnati Campuses have a strict no-smoking policy. Please refrain from smoking in the parking lots or outside the building.

Visitors

Parents are welcome to visit our program at any time. Your visits can be scheduled or unscheduled. Any other visitors to our program must be approved by the supervisor and/or your child's after school teacher. The only exception to this rule would be for licensing specialists or school representatives, who may stop unannounced to make sure we are in compliance with codes and regulations. Scheduled visitors may include extended family members of children, consultants, supervisors for student teachers, volunteers, visitors providing enrichment activities, new parents, and The Children's Home facilities staff. It is our goal to keep you informed of the presence of our visitors, especially if they will be visiting in your child's classroom.

Health Care and Emergencies

Incident Reports

An incident report will be completed by the staff member who is responsible for the child, when the following incidents occur:

- 💛 An illness, accident, or injury which requires first aid treatment
- 💛 A bump or blow to the head
- 💛 Emergency transportation
- 💛 An unusual or unexpected event which jeopardizes the safety of the children or staff.
- 💛 Child is not picked up after the center closing time of 6:00 pm. 241-KIDS will be called one hour after closing.

Police and Incident Reports will be filed with ODJFS.

Incident reports must be signed by the parent/guardian upon the child's departure for the day. If the parent/guardian is not picking the child up that day, the person picking up the child will be asked to sign the form.

A signed copy of the report will be provided to parents and a copy will be retained at the center.

Immunization

Children must be immunized as required by the state department of health in order to attend the center.

Children who have not been immunized will be accepted, and be “exempt” from immunization requirements with the appropriate documentation:

- ♥ A physician noting that immunization against the disease is medically contraindicated or not medically appropriate for the child or
- ♥ A statement from the parent/guardian that they have declined immunizations for the reasons of conscience, including religious convictions.
- ♥ Children who are not “exempt” from immunizations are not kept current are subject to withdrawal.

Health Screening and Referral Process

It is imperative that children receive Health Screenings as recommended by the Academy of Pediatrics. If the family needs assistance in securing a physician or dentist, a resource list is available to them, as well as a copy of the Levine Family Health Center enrollment packet, located on The Children’s Home main campus. If they do not wish to work with the program’s nurse, a resource list will be provided.

Families also complete a health and family history document annually. This document includes additional health information as well as cultural, family structure, family culture, and developmental information of the child and the family.

Administrator and Parent Resources:

- ♥ Cincinnati Health Department Clinic Locations and Phone Numbers
- ♥ Enrollment Packet for the Levine Family Health Center, located on the Children’s Home main campus
- ♥ Cdc.gov
- ♥ KidsHealth.org

Chronic Medical Conditions

Children with pre-existing medical conditions will be evaluated for admission on an individual basis. After admission, documentation of regular medical follow up will be required.

Emergency Transportation

The program does not provide child care services to children whose parents refuse to grant consent for transportation in the event of need for emergency treatment. Information and resources for child care that does support refusal of emergency transport can be made available upon request.

Medication

A request for medication form must be filled out by the parent for all prescription and non-prescription medication, food supplement, or modified diet. Full time staff is responsible for seeing that medication is given as instructed and for recording dosages. The form is kept posted confidentially in the classroom until medication is no longer needed and then turned into the Supervisor and the form is filed in child’s individual file.

All medication is to be kept in a lock box which is kept in a cabinet that locks, out of the reach of children, and kept in a designated lock box. Only prescription medication can be given, unless accompanied by a doctor’s note and discussed with the Supervisor.

Any application of suntan lotion requires a completed Request for Medication form. This note should then be filed in the child’s file.

All medication requests must be brought to the Supervisor. The supervisor will see that the correct paperwork has

been completed. After doing so, they will provide the program staff with the medication and the paperwork. The program staff is responsible for seeing that all medication and forms are current and up to date.

All staff receives training in the administration of medication during orientation.

The agency school nurse will provide training to staff when children have complicated medical conditions, and medications.

Medication will only be given during the program if it cannot be given at home or by the parent. Any child who requires any form of medication while in the program will need to have an Administration of Medication Form filled out and signed. The medication will be given to the child by the Supervisor or program staff and will only be given for the period of time indicated by the type of medication/topical ointment, or by the physician.

Training on all medical conditions for clients served is conducted by a Registered Nurse and occur in August and May each year. Medical training is specific to the medical needs of the clients served including but not limited to:

- ♥ Asthma
- ♥ Diabetes
- ♥ Seizures
- ♥ Basic Administration of Medication
- ♥ Allergies and Epi Pen use

Any child who requires any form of prescription / non-prescription medication while in the program will need to have a JFS 01217 Administration of Medication Form filled out. Parents must complete box one. Box two will need to be completed and signed by a licensed physician, licensed dentist, advanced practice nurse or certified physician's assistant if

- ♥ The medication contains codeine or aspirin.
- ♥ A physician's instruction is needed for a nonprescription medication (e.g. child does not meet minimum age or weight requirements as listed on the label instructions).
- ♥ It is a sample medication without a prescription label.
- ♥ The nonprescription medication is to be given longer than three consecutive days within a fourteen day period.
- ♥ The topical product or lotion and the physician's instructions exceed the manufacturer's instructions or use.

Medication must be in its original container and have a complete pharmacy label on it that includes the child's name, dosage amount and time of dosage, as well as the length of administration and cannot be beyond the date indicated by the physician on the prescription label, for twelve months from the date of the form, or after the expiration date on the medication, whichever comes first.

This program does not allow school age students to carry their own medications. Any medications prescription/over the counter/topical ointment a child has in their possession will be confiscated and secured by staff until the parent/guardian arrives. The only exemption is for lip balm, hand sanitizer and lotion with a medication administration form completed.

The program does not administer any medication, food supplement, medical food, or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying. Emergency medications are exempt from this requirement.

Each administration or application will be documented on the JFS 01217 immediately after administering.

Topical Ointments

Topical ointments that do not contain aspirin or codeine, or exceed the instructed amounts may be administered without instruction from a physician, as long as the original container provides a dosage for the child's age and/weight (if the bottle says if under 24 mo. of age consult a physician, the child's physician would need to complete the Administration of Medication form). Examples may include chap stick, lotion and suntan lotion. An Administration of Medication form must be completed and the container with the original label and must provide a dosage for the child's age and/weight.

First Aid and CPR

During all child care operational hours there is at least one staff trained in First Aid and CPR on site. During field trips a trained staff is present on each bus and at each trip location.

Automated External Defibrillator (AED)

An AED is located behind the reception desk of the Emery Building. The AED is a portable electronic device that automatically diagnoses the life-threatening [cardiac arrhythmias](#) and is able to treat them through [defibrillation](#). During all child care operational hours at least one staff trained in use of the AED is on site.

Emergency Plan

IN CASE OF A GENERAL EMERGENCY - Defined as: any threat to the safety of children due to environmental situation or threats of violence, natural disasters, and loss of power, heat or water:

- **Earthquake:** Move all children into the hallway
- **Threats of violence:** Counselors are to move children to a safe place and call 911. Do not argue, try to disarm, or bargain with the intruder
- **Loss of power, heat or water:** We will remain open unless the loss is unable to be restored in a reasonable amount of time; Management/school will make the call to close.
- **Environmental situation:** Counselors are to close all windows and take children to a safe place, such as the fire door area. A manager will inform you of the next steps and to help move children to a safe area, according to the situation.

Emergency Situations

The program staff will do everything possible to keep your child safe. However, accidents can and do happen. In the event of an emergency, the staff will follow the Emergency plan. Staff has access to working phones in every area of the building. Monthly fire drills are conducted as well as quarterly lockdown and severe weather drills.

If your child needs to be taken to the hospital by ambulance, a staff member or administrator will accompany your child to the hospital and stay with him/her until you or another approved caretaker arrives. Children will only be transported in an ambulance. In an emergency situation staff will follow your indications on the child's emergency transportation form.

In the event of a serious emergency and the After School Program must be evacuated, the children and staff have 2 locations to evacuate to and can be found on the Medical Emergency Plans posted in each After School classroom and After School Office. Please refer to the Medical Emergency Plan for exact information staff will follow during emergency situations. These plans are available in all binders, on the parent board. You may request a copy at your convenience.

Safety

Safety Policy

The safety of the children in our program is our primary concern. The following guidelines are to ensure that we keep this commitment to the parents of the children in our care.

1. Each Counselor is in charge of and has the responsibility for the children assigned to his/her group. This also includes meeting the children's needs, supervising them, caring for them and keeping them safe.
2. No child is to ever be left alone and unsupervised except as stated in the supervision policy.
3. No staff member will abuse, neglect or otherwise cause harm to any child.
4. Staff members will follow the discipline procedures in the Discipline Policy.
5. Staff members will immediately consult with the supervisor concerning any suspected child abuse and/or neglect. The staff members will then immediately report suspected child abuse or neglect to the Hamilton County Department of Job and Family Services. Parents will be notified.
6. Phones are located in each classroom, administrative offices, the cafeteria and the gym office for emergency use.
7. Fire drills will be conducted monthly and records will be kept with the supervisor. Evacuation plans are posted in each room as well as Medical and Dental Emergency plans are posted on the traveling licensing board and in counselor binders.
8. Staff will call parents/guardians after 2:20 P.M. when a child is not in attendance and a previous phone call from the parent/guardian was not received.
Each staff member and parent/guardian will receive a copy of this procedure.

Supervision Guidelines

- When the children are outside in the play area the staff member will be able to summon another adult without leaving the children alone.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone 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 rules governing child care are available for review at the center.

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

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C.

12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit

<http://jfs.ohio.gov/cdc/families.stm>