



Welcome Parents

These policies attempt to explain some of the most common areas of concern to both parents and center staff members. We strongly believe in partnering with parents to provide an unsurpassed loving and nurturing, extended family environment through which our children will be ensured of having the greatest opportunities to become responsible members to their own families and leaders in our society.

In order for our vision to materialize, open communication between parents and members of our staff about respective responsibilities is imperative.

Please read the following policy statements and sign the Policy Agreement Form endorsing that you understand all policies within this document.

Sincerely,

Richard Cash
Director

Board of Directors

Ron Massengill
Delone Carter

ESAW Child Development Center

Philosophy Statement

In the movie “The Wizard of Oz”, Dorothy learned that there truly is “no place like home.” At ESAW Child Development Centers we couldn’t agree more. We truly believe that children thrive and prosper in nurturing home settings with their parents. Most parents would love to be able to provide this scenario. However, reality of life is that sometimes you as parents aren’t able to stay home to rear your children.

At ESAW Child Development Centers we believe in building a bond with you, the parents to provide a unified approach to rearing your child(ren). Often times, children lead double lives, one at the childcare center, and the other at home. We strive to reinforce the values children learn from their parents at home. Our principle – based learning focuses on the moral aspect of life, so often missing from today’s educational institutions, emphasized love, empathy, honesty, responsibility, citizenship, and respect for oneself and others. We feel that it is important for the foundation of leadership in the community and at home to be laid from a very early age. We also meet with parents on at least a quarterly basis to stay in touch with the needs of the family, not only to deal with the center’s concerns, but to assist the parents with any questions or concerns they may be having regarding their children.

Vision Statement

Partnering with parents to provide an unsurpassed loving and nurturing, extended family environment through which our children will be ensured of having the greatest opportunities to become responsible members of their own families and leaders in our society.

ESAW Child Development Center

Registration

To formally register your child in our program, you must have the following:

- Child Health Enrollment form with all policies filled out completely and signed
- Medical form signed by a physician
- Non-Refundable Registration Fee of \$25.00
- Signed Enrollment Contract
- Photograph of your child for file

ALL items must be submitted in at least (1) one day prior to your child's first day of attendance.

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Pre-Admission

The Director shall interview the child and interview his/her parents prior to enrollment. Although the Director has the ultimate responsibility for screening the child and interviewing the parent, the director may assign the responsibility for the interview to the Assistant Director.

Our goal is to offer each child the best possible surrounding with emphasis on preparing him/her for kindergarten.

Policy of Non-Discrimination

ESAW Child Development Center recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities.

In addition, the center will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational and extracurricular activities.

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Tuition/Fees and Payment Policy

I. The Policy

The tuition for the program you have selected is \$_____ per week / month is due by the end of the day on Monday of each week. (Tuesday of the weeks with an observed Monday holiday)

A late payment fee of \$30.00 (thirty dollars) will be assessed to all accounts not paid by Monday evening of each week.

Tuition not paid as stated above will result in immediate withdrawal. The child may return to ESAW CDC when the account is determined current and the enrollment slot has not been filled.

All payments must be paid in the form of a *credit card, check or money order*, to the director or appointed representative. No Cash will be accepted.

There will be a \$30.00 (thirty dollar) non-sufficient fund (NSF) fee assessed for all returned checks. Receipt of two (2) or more NSF checks will result in all future payments in form of money order only.

There will be no refund for missed days.

Co-Payment Fee

The copayment for this program is due by 6:30pm on the first working day of each month. Your county voucher is to be submitted to the center by the 5th working day of each month.

A late payment fee of \$30.00 (thirty dollars) will be assessed to all accounts not paid by 6:30pm on the first (1st) working day of the month.

All payments must be paid in the form of a credit card, check or money order, to the director or appointed representative. No Cash will be accepted.

A two-week written notice is mandatory for withdrawal of your child. If a two (2) notice is not given, you are responsible through county or personally for this payment.

Late Payment Fee

There will be a late pickup fee assessed in the amount of \$20.00 (twenty dollars) and an additional \$2.00 (two dollar) fee for each minute thereafter.

If you are running late, please contact the center to inform us. If we do not hear from you, we will call alternative guardians and emergency contacts listed on your enrollment form. In the event we

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cannot reach anyone to pick up your child by 7:00p.m, we will take your child to the local police station.

Registration & Annual Fee

A non-refundable Registration Fee of \$25.00 is due at time registration. Please note that this is an annual fee.

~~Transportation Change Fee~~

~~We transport children to and from school by way of buses and/or vans at no additional cost. However, if we are scheduled to pick your child up and there has been a change of plans without proper notification, we will charge your account ten dollars (\$10.00).~~

Field Trip Fees

For some field trips there will be a charge assessed to your account which will be indicated on the permission slip informing you of the fee amount

Schedule

The Akron facility will be open from 6:30am to 6:00pm, Cuyahoga Falls and Barberton facilities are open from 6:30am to 6:30pm each day Monday through Friday throughout the year with the exception of the following holidays:

- New Years Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Day After Christmas

Full tuition is charged for the above holidays. If a holiday falls on a Sunday, we will be closed on Monday.

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Program and Staff Ratio

Infant Program

The following list the policies for the infant rooms. These policies are based on the Ohio Department of Job and Family Services regulations.

- Infants ages are 6 weeks to 18 months
- Infants will be cared for in a classroom specially designed to meet their developmental needs
- Teacher/child ratio is 1 to 5
- All babies under the age of 6 months will be placed on their backs to sleep. If parents want their child to be placed on his/her stomach, they must submit a waiver from a licensed physician
- Each infant shall be allowed to safely and comfortably play in a designated space apart from the sleeping area each day
- Cribs will be separated from the play space by a barrier which will not impair the supervision of sleeping infants by sight and hearing

Infant Room Daily Schedule

Time	Activity
6:30a-8:30a	Arrival/Greeting, activity toys, feeding and free time
8:30a-8:45a	Diaper Check - personal needs
8:45a-9:15a	Breakfast, hand washing
9:15a-10:15a	Stimulating developmental activities: Music; singing; talking; stories; manipulation toys; exploration activities; swings; rocking. Diaper changing and nap if needed
10:15a-11:15a	Outdoor activities: Fresh air; physical movement; and early discoveries interacting with their world.
11:15a-11:30a	Clean-up, diaper changing and personal needs
11:30a-12:15a	Lunch - Hand washing
12:15a-1:00p	Clean-up, diapering and personal needs; quiet activities, baby books and sensory games, with guidance and nurturing
1:00p-3:00p	Nap/rest time
3:00p-3:15p	Wake-up, personal needs, diapering
3:15p-4:30p	Afternoon activities: Play area; musical instruments, social play, teacher singing and talking to develop listening skills, exploration. Practicing: Crawling, walking and climbing. Diaper change
4:30p-6:30p	Free Exploration and free movement. Practice in vision, touch and hearing activities. Clean-up organize to go home.

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Toddler Program

The following lists the policies for the toddler program. These policies are based on the Ohio Department of Job and Family Services regulations

- Toddlers children are from the ages of 18 months to 36 months
- Toddlers will be placed in a specially designed classroom
- Tender loving care, toddler stimulation and potty training will be a major part of our program
- Teacher/child ratio is 1:7 18 months to 30 months and 1:8 30 month to 35 months

Toddler Room Daily Schedule

Time	Activity
6:30a-8:15a	Arrival/Free Choice
8:15a-8:30a	Clean-up/Restrooms
8:30a-9:45a	Breakfast
9:45a-10:05a	Circle Time: Shapes; colors; weather; days of the week; language development; alphabet & numbers recognition review.
10:05a-10:30a	Small group activities
10:30a-10:45a	Restroom-potty training
10:45a-11:15a	Recess/Gym
11:15a-12:00p	Lunch – Hand washing
12:00p-1:00p	Quiet Time/Restroom
1:00p-3:00p	Nap time
3:00p-3:30p	Snack
3:30p-3:45p	Marching Band
3:45p-4:15p	Storytelling time
4:15p-5:00p	Arts-n-Crafts
5:00p-6:00p	Free Choice (Movies – Fridays only)
6:00p-6:30p	Clean-up-Departure

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Pre-School Program

The following lists the policies for the preschool program. These policies are based on the Ohio Department of Job and Family Services regulations

- Preschool is for children between the ages of 3 and 4 years old
- Program explores the recognition of colors, shapes, numbers and the alphabet
- Develops emotional and social skills
- Teacher/child ratio is 1:10 in a self-contained classroom
- All pre-school children must be signed in by 8:30am and attend classes between 9:00am and 3:00pm

Pre-School Daily Schedule

Time	Activity
6:30a-8:15a	Arrival/Free Choice
8:15a-8:30a	Clean-up/Restrooms
8:30a-9:00a	Breakfast
9:00a-9:15a	Chapel
9:15a-10:00a	Circle Time (English & Spanish) Shapes; colors; weather; days of the week; language development; alphabet & number recognition review
10:00a-10:30a	Skills Development: Hooked on Phonic
10:30a-10:45a	Black History
10:45a-11:00a	Group Activities: Art & Music
11:00a-11:20a	Gross motor play/Recess
11:20a-11:30a	Restroom
11:30a-12:00p	Lunch
12:00p-12:30p	Restroom; Teeth Brushing & Quiet Activities
12:30p-2:30p	Nap Time
2:30p-3:00p	Restroom Break; Put cots up
3:00p-3:30p	Etiquette; Snack Time
3:30p-3:45p	Story time
3:45p-4:15p	Science; Computer Literacy
4:15p-5:30p	Free Choice; Gym time
5:30p-6:00p	Table Toys; Reading Time
6:00p-6:30p	Clean-up; Departure

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Pre-Kindergarten

The following lists the policies for the pre-kindergarten program. These policies are based on the Ohio Department of Job and Family Services regulations

- For children between the ages of 4 and 5 years old
- Pre-kindergarteners will be taught science, mathematics, language arts, current events, reading/writing, computers, and the necessary preparation for kindergarten
- Teacher/child ratio is 1:14 in a self-contained classroom
- All pre-kindergarten children must be signed in by 8:30am and attend classes between 9:00am and 3:00pm

Pre-Kindergarten Daily Schedule

Time	Activity
6:30a-8:15a	Arrival/Free Choice
8:15a-8:30a	Clean-up/Restrooms
8:30a-9:00a	Breakfast
9:00a-9:15a	Chapel
9:15a-10:00a	Circle Time (English & Spanish) Shapes; colors; weather; days of the week; language development; alphabet & number recognition review
10:00a-10:30a	Skills Development: Hooked on Phonic
10:30a-10:45a	Black History
10:45a-11:00a	Group Activities: Art & Music
11:00a-11:20a	Gross motor play/Recess
11:20a-11:30a	Restroom
11:30a-12:00p	Lunch
12:00p-12:30p	Restroom; Teeth Brushing & Quiet Activities
12:30p-2:30p	Nap Time
2:30p-3:00p	Restroom Break; Put cots up
3:00p-3:30p	Etiquette; Snack Time
3:30p-3:45p	Story time
3:45p-4:15p	Science; Computer Literacy
4:15p-5:30p	Free Choice; Gym time
5:30p-6:00p	Table Toys; Reading Time
6:00p-6:30p	Clean-up; Departure

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School Age Program

ESAW CDC offers a comprehensive Before School and After School Program

- Before School
 - A nutritious breakfast upon arrival
 - Transportation to school

- After School
 - Transportation from school
 - Chapel
 - Nutritious Snack
 - Homework time
 - Qualified staff to tutor if needed
 - Extra curricular activities
 - Foosball table
 - Air hockey table
 - Ping Pong table
 - Indoor basketball hoop
 - Pool table
 - Indoor Gym
 - Dance lessons
 - Included in tuition
 - Swimming lessons
 - Pool scheduled to open in late spring
 - Media Center
 - Scheduled for completion in late March or early April
 - This will consist of computers complete with internet access in a library setting

School Age Daily Schedule

Morning

Time	Activity
6:30a-7:00a	Arrival; Free Choice
7:00a-8:00a	Breakfast/Activity Packet
8:00a-8:20a	Morning Workout
8:20a-8:30a	Clean-up; Dismiss for school

Afternoon

Time	Activity
3:30p-4:00p	Arrival; Free Choice Activity
4:00p-4:20p	Chapel
4:20p-4:35p	Black History
4:35p-4:50p	Snack
4:50p-6:00p	Homework; Tutoring
6:00p-6:30p	Free Choice; Departure

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Snow Emergency Days

Due to service requirements, the center will remain open. School-age students will be transported to the center or remain at the center when public schools are closed early due to inclement weather. When public schools do not open due to inclement weather, parents may bring their child to the center.

If the child attends more than 5 hours, an additional fee will be assessed.

Holidays and School Vacations

The center will provide care for school-age children when public schools are closed due to observed holidays, as well as spring and summer breaks, on a signed-up basis. If a child attends more than 5 hours; an additional fee will be assessed.

Transportation

All children transported to and from school must have pick-up authorization form signed by his/her parent. The driver will utilize a daily transportation log to determine the time of pickup and drop off of each child, as well as location.

It is the parent's responsibility to inform the center of any changes of location and when the child is absent from school. (Please see transportation change policy, page

Supervision & Sign In/Out Procedures

At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Parents are required to sign their child in and out using the sign-in/out form located in his/her child's classroom.

- Please walk your child into his classroom each morning and come in each afternoon to pick up your child. Notifying the classroom teacher of your child's presence and departure
- Children will not be allowed to leave the room unless escorted by their parent or guardian. If someone other than the parent is picking up the child, he/she must go to the director's office first
- If someone other than the custodial parent or legal guardian will pick up the child, please write his/her name and relationship as designated by the director and in the registration form. We will ask for proper identification before discharging the child to someone other than a custodial parent or legal guardian. Phone request must be verified by the center's director and proven

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Release of a child

I. The Policy

The center will not release any child to a parent that smells of or has been knowingly engaging in alcoholic or controlled substance.

II. The Procedure

The center will then attempt to contact another authorized family member to pick up the child.

Supervision of School-Age Children

All school-age children will be within sight/hearing of a staff person except for when the child is walking to the restroom or running an errand for a staff person on the center premises.

School-age children may run errands or use the restroom alone on in groups of no more than six children without adult supervision as long as the following conditions are met

- Must be within hearing distance of a staff member
- A staff member will check on the children until they return to the group
- The restroom shall be exclusive use for the daycare children only
- When one group of no more than six children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member as long as the child care staff member can see the children at all times and checks on the children periodically

Suspension of School-Age Children

I. The Policy

When a school-aged child(ren) has been suspended from school, the center will honor the schools suspension and will not allow them to enter the center until their suspension has been completed.

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Locating Absent School-Age Children

I. The Policy

When a school-age child is going to be absent from the daycare center, a parent or legal guardian must contact the center the morning of the absence so the child will not be scheduled for van pickup from school and be marked down as absent for the day.

If a parent does not call the center the morning of their child's absence, a \$10.00 fee will be assessed to their account.

II. The Procedure

For the protection of all children, these steps will be taken in the event of a child's absence

- A telephone call will be placed to parents or relative to locate child
- In the event that there is no response on the number supplied by the parent, a message will be left on the answering service.
- A call will then be placed to the school informing them of the child's apparent absence and to attempt to obtain information regarding the child's location.
- The director will continue to contact the parent to obtain information regarding the location of the child.

Tracking Policy

I. The Policy

The Transportation van cannot leave a school without all children listed on the transportation log unless given ok by the director.

II. The Procedure

When a child does not come to the van after five (5) minutes, the van driver goes into the school to the office to see if the student is in the office or marked absent. If a child is marked present, but cannot be located, the van driver calls the daycare to speak with the director immediately.

The director gives the okay to leave and begins calling the school as well as the child's parents to locate the child.

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Plan of Operation When Schools are Delayed or Canceled

In the event that schools are delayed, all school-age children will remain at the center until the time that the schools are open.

Once the schools are opened, the school-age children will then be transported by the daycare vans.

When schools are closed, all school-aged children will be fully covered for daycare services and will follow a school curriculum set b the daycare.

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Curriculum

After conducting an exhaustive search for a curriculum that met our high philosophical and educational standards, ESAW Child Development Center selected the highly respected A Beka Book, which is a holistic child center program.

A Beka's Foundation Statement says it all for ESAW:

"We are unashamedly Christian in our approach to education. Because of this, we have often had to go against the tide of the academic establishment in order to meet the highest standards of Christian scholarship. For example, we do not use the pseudo-scientific jargon of secular educationalists in our material; we prefer to use language that can be easily understood by teachers, parents and students. We have life changing ideas to communicate, and we do not want these ideas to be lost to our students. Our skilled researchers and writers do not paraphrase progressive education textbooks and add Biblical principles; they do primary research in every subject and look at the subject from God's point of view."

Extended Kindergarten is for children who attend ½ time kindergarten in the local public schools. We will provide excellent reading, science, math, and computer programs designed for each child. Transportation will be provided by center.

School Age is for children who are in need of care before and after school. This program will be designed to supplement the child's current education, which will be provided by their school district. There will be a tutoring program for those students who need extra academic support. Transportation will be provided by the center.

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Special Needs

A child who is “Developmentally Handicapped” is defined as a child who has been identified as not functioning according to age-appropriate expectation in the areas of emotional, cognitive, communicative, perceptual-motor, physical or social development to such an extent that the child may require special help, program adjustments and/or related services, on a regular basis, in order to function in an adaptive manner, or a child who is receiving special needs day care services pursuant to Section 5104:01 of the Revised Code (ODHS).

ESAW CDC will require an individualized educational plan (IEP), which is a written statement for a child with a disability that is developed and implemented according to federal and state regulations.

Your child’s IEP will assist ESAW CDC in determining if our programs meet our child’s individual needs. With parental consent, the director will speak to all persons involved in developing your child’s IEP. Care for special need children will be in accordance with their IEP or written medical/physical care plan. The IEP or written plan will be approved by the parent and staff member primarily responsible for the care of the child, and shall be signed and dated by the parent, childcare staff member and director.

Developmental Progress

A developmental progress will be completed on each child every six months. The director and teachers will have time to observe and record children’s developmental functioning in the area of gross/fine motor, language, social and emotional skills. They will be evaluating students in our preschool and pre-kindergarten programs for academic progress.

ESAW Child Development Center

State Requirements

- Any professional working with children who suspects that a child is being abused or neglected should make a referral to the Department of Child and Family Services, CFS. ESAW Child Development Center abides by this law with/without notice to the parents. We will make a concerted effort to inform the parent of the referral prior to calling CFS.
- Inspection reports and licensing records of this center are available and posted for your review.
- It is unlawful for this center to discriminate in the enrollment procedures of any child based on race, creed, color, religion, sex or national origin.
- Parents are welcomed in our center at any time during hours of operation
- The Department of Human Services toll-free number is available for any person wishing to report suspected violations of day care laws and rules. The number located in the front of the license located in the reception area of our center.
- All health enrollment forms must be completed prior to child/children being enrolled in the center
- The laws and rules governing child daycare schools are available in the director's office.

Age and Ratio	Ratio	Group Size
○ 6 weeks to 18 months	1:5	12
○ 18 to 29 months	1:7	14
○ 30 to 35 months	1:8	16
○ 36 months	1:12	24
○ 4 to 5 years	1:14	28
○ 5 to 12 years	1:18	36
○ 11 to 14 years	1:20	40

The Akron Facility is currently licensed for 14 Toddlers, 27 Preschoolers and 40 School-age children

The Barberton Facility is currently licensed for 12 Infants, 7 Toddlers, 26 Preschoolers, and 18 School-age children

The State of Ohio licenses ESAW Child Development Center. The laws and rules governing childcare centers and schools are located in the director's office

ESAW Child Development Center

Discipline Policy

- A. ESAW CHILD DEVELOPMENT CENTER BELIEVES IN THE USE OF POSITIVE STRATEGIES AND INCENTIVES.** Our classrooms and educational groups are organized and structured to enhance your child's cognitive, emotional, social, and adaptive behavioral levels and to achieve success, as well as minimize problems and failure. ESAW Child Development Centers goal is to ensure the safety of all children and staff. We want to help children to understand their feelings and learn appropriate ways to express those feelings. If a child has difficulty controlling his behavior a series of behavioral management techniques will be utilized as described below.
- a. Redirect negative behavior
 - b. Verbal intervention by describing the negative behaviors and remind he child of the impact on self and others.
 - c. De-escalation techniques.
 - d. Help the child to express behavior in words.
 - e. If behavior continues, the child will be timed out in a special chair located in an assigned area of the classroom (with sight/hearing of staff) until negative behavior stops. (Parent/guardian will be given written notification of negative behavior(s) on the day of incident.)
 - f. Lose of privilege.
 - g. Three (3) consecutive days of uncontrollable behavior will result in the need of a parent conference with the center's director and classroom teacher.
 - h. Parent will be asked to come and remove child from the classroom when all behavioral strategies fail.
 - i. This discipline policy applies to all employees at the center.

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Medical & Communicable Disease

I. The Policy

We must have a yearly medical statement and current immunizations report on your child. We will provide this form. We ask you to return this form to us upon enrollment.

The medical expires 13 months after the exam date and needs to be updated annually. This is a state law and must be abided by or you will be withdrawn from the center until you comply. We require that your child's medical statement is updated two (2) weeks prior to the expiration date.

II. The Procedure

For protection of all children, your child must be kept at home if he/she shows any one of the following symptoms:

- Elevated temperature
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any type of rash, until diagnosed by a physician with a note to ensure non-communicable
- Sore or discharging eyes or ears, profuse nasal discharges
- Severe coughing, causing the child to be red or blue in the face; whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Unusually dark urine and/or gray/white stool
- Stiff neck
- Redness of the eye
- Matted eyelashes
- Burning or itching of the eye
- Unusual spots or rashes
- Vomiting more than one (1) time, or when accompanied by any other sign or symptom of illness

Do not bring or send your child to our program if he/she has any of the above symptoms. If he/she develops any of the signs above, we will isolate your child in a room designed for illness (within sight/hearing of staff person) and call you and ask you to come within the hour to take him/her home.

If your child has been exposed to or diagnosed with a contagious disease such as but not limited to whooping cough, German/regular measles, mumps, chicken pox, diphtheria, pinworms or scarlet fever; keep him/her at home and report his/her condition to the center immediately

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Communicable Disease Policy

I. The Policy

All children will be observed as they enter the center for signs of communicable disease. The staff member opening and closing the center will be trained in the recognition of the signs of communicable disease

II. The Procedure

The following precautions will be taken for children suspected of having a communicable disease:

- The center will notify the parent or guardian of the child's condition
- A child with any of the following conditions will be immediately isolated on a cot, away from other children, within sight/hearing of a staff member, and discharged to parent or guardian whom must come within one (1) hour of the initial phone call
 - A temperature of 100 degrees when in combination with any other signs of illness
 - Diarrhea (more than one abnormal loose stool within a 24-hour period)
 - Untreated infected skin patch/patches
 - Severe coughing causing the child to be red or blue in the face; whooping cough
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Unusually dark urine and/or gray/white stool
 - Stiff neck
 - Conjunctivitis (pink eye)
 - Evidence of lice, scabies or other parasitic infections
 - Sore throat or difficulty swallowing
- The center will follow the Department of Health & Communicable Chart for appropriate management of suspected illness
- The staff member is required to have updated First Aid and Recognition of Communicable Disease training
- A child isolated due to suspected communicable disease will be:
 - Cared for in a room/portion of the room not being used for other types of child activities
 - Within sight/hearing of a staff member at all times
 - Provided a cot and blanket. Both the cot and blanket will be washed and disinfected after use
 - Observed for worsening conditions
 - Discharged to parent or guardian by decision of the director

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Communicable Disease (continued)

- The center employees will be sent home if exhibiting signs of communicable disease
- All employees go through training sponsored by the center and supervised by the director, which includes proper hand washing procedures.
- The ODHS Communicable Disease Chart is posted beside the director's office
- If the center experiences an outbreak of a communicable disease, a notice will be posted and sent home informing the parents of the outbreak and the symptoms associated with the disease
- A child or staff member will be re-admitted to the center when they have been free from fever for 24 hours, are free from symptoms of communicable disease, or are under the care of a licensed physician who permits him/her to return to the center
- Mildly ill children are those who upon entering the center in the morning who do not exhibit signs of communicable disease, but throughout the day have trouble keeping up with regularly scheduled activities. These children will be cared for at the center, watched closely for worsening conditions and released to the parent or guardian upon the decision of the program supervisor

ESAW Child Development Center

Medication Policy

I. The Policy

Our medication policy is the same for all medications, whether prescription or over the counter (OTC). A physician prescribes all drugs.

This policy will help ensure your child will receive the proper dose of any and all medications prescribed by his/her pediatrician, thereby staying on the medication schedule to get well sooner.

- Medications brought to the center must be in the original bottle with the child's name, dosage amount, and physician's dosage instructions and expiration date on the label. **(Your doctor can call in a prescription for an OTC medication to your pharmacist, who intern can print a prescription label for the bottle)**
- Medication will be administered in the center only if an Administration of Medicine Form is completed with your child's name, the name of the medication, complete dosage instructions, prescription number, pharmacy information and your child's **doctor signature if not on the prescription label**. This is with al OTC medications as well.
- Topical medications must have Administration of Medicine forms completed by a parent or guardian. (i.e. diaper ointment, diaper wipes, sunscreen)
- Medicines will be kept in a locked area inaccessible to children
- Medicines will be administered by one designated person in the center, witnessed by another and recorded on the medication form
- Any unused medicine left by a withdrawn child will be discarded by ESAW CDC after 5 days
- Any medicine with an expired date will be discarded
- All school-aged children who need to have medicine administered to them or who administer their own medicine must report to the office to be supervised by the director
- School-aged children are permitted to posses and administer emergency medication only with a signed release form stating that they are permitting their child to have access at all times to the medication or inhaler. The child must maintain possession of the medication or inhaler on his/her person at all times, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child

ESAW Child Development Center

Safety

I. The Policy

ESAW Child Development Center prides itself on safety and security due to its innovative technology.

All policies and rules established at this center have been stated to protect the best interest of the children enrolled at our center and will be adhered to by staff members and parents

- The main entrance and exit door will be secured from the outside. All persons entering into the center will have to ring the doorbell to gain access and will be approached by a staff member
- Each parent/guardian must sign their child in each day in the daily log and will escort their child to his/her classroom
- A parent/guardian will escort their child from the center each evening after notifying the teacher. The parent/guardian will sign the timeout in the daily log
- No child is ever left alone or unsupervised
- A telephone is located main office and the phone number is located on the front cover of this handbook
- Fire drills are conducted monthly to practice evacuation procedures. A record of these drills is located in the director's office
- Fire, tornado, earthquake and bomb threat evacuation plans are posted in each classroom and in the director's office. Primary and secondary routs are clearly marked
- All staff members are trained in first-aid, recognition and management of communicable disease, cardio-pulmonary resuscitation (CPR) and child abuse
- When seven (7) or more children are participating in a field trip, two (2) staff members are scheduled to work the field trip. At least one of these staff members is trained in emergency procedures and first aid. When eighteen (18) or more children are participating in a field trip, three (3) staff members are scheduled to work the field trip.
- Each teacher has access to copies of medical and emergency transportation

ESAW Child Development Center

Safety (continued)

- Incident report forms will be completed immediately after the incident occurs and made available to parents in accordance with licensing regulations. Parents must sign the form which will be kept on file at the center and the parent will be given a copy
- Use of aerosol sprays is prohibited while children are in attendance at the center
- Staff members will immediately notify the director and Children Protective Services at (216) 696-KIDS or the appropriate number for that particular location with suspicions of child abuse or neglect
- Weather Emergency Plans are posted in each room
- All classroom doors have a viewing glass. Parents and administration can see what is transpiring in the classroom at all times
- In the event that the students are forced to evacuate, ESAW children and staff at the Akron facility will meet at the open field left of the facility, and ESAW children and staff at the Barberton facility will meet across the street at the strip.

Water Safety

During summer participation in any recreational or instructional swim, prior written permission for each child to participate will be obtained from the parent or guardian.

When signing the permission form, parent or guardian will be asked to indicate whether their child is a swimmer or a non-swimmer.

Center staff will supervise the water activities in addition to certified lifeguards and instructors of the recreational swim program. State ratios will always be maintained or exceeded during swim activities, which is general 4:20.

ESAW Child Development Center

Emergency Plan

- The center has an emergency plan posted in all classrooms; staff will follow these written instructions, describing emergency evacuation routes, and the procedures to be followed to assure that the children have arrived at the designated locations.
- Natural Disaster and Fire and Bomb Threat Evacuations are posted in each classroom and in the director's office
- FIRST AID KITS ARE LOCATED IN EACH CLASSROOM AND IN DIRECTOR'S OFFICE
- In case of an accident or medical emergency, parents will be notified and informed as to what hospital/dentist that the child will be transported to. The authorized persons, other than the parent, will be contacted in the event that the parents cannot be reached. There must be two (2) persons listed who are local and from two (2) different households
- A trained staff member will administer First Aid when necessary. 911 will be called when necessary. Personnel will prepare an incident report in either case, which will be given to the child's parent or legal guardian the date of the incident for acknowledgement, signature and date. An incident/injury report will also be completed if the following occur: the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child.
- The director will contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or a "serious incident, injury or illness." The report will be provided to licensing staff within three (3) days of the incident
- The local emergency squad always transports children to a hospital when needed
- The child's medical records and emergency transportation form will accompany the child, as well as a member of the center's staff. The staff will stay with the child until released to a parent or guardian

ESAW Child Development Center

Transportation and Field Trips

- In an emergency, the parent will be contacted immediately, and the local emergency squad will transport the child to the medical/dental center requested on your child's Emergency Transportation Authorization Form or to the nearest hospital or dentist
- ESAW Child Development Center will use New Birth Transportation buses and/or vans to transport the children on field trips as well as to and from school if they are enrolled in our school-age program
- A completed file will be held in the office on all NewBirth Transportation drivers according to state requirements
- Written permission from the parent or guardian for each child transported to/from the center will be obtained for each outing, or in the case of routine trips will include all trips with the subsequent date on the permission form
- Each teacher on the field trip will have Emergency Transportation Authorization forms, each child's health record and a photograph of each child
- Each child on the field trip or special outing will have identification attached to him/her containing the center's name, address, phone number and teacher's name
- Before departure, a count will be taken of all of the children, which will be marked on a separate attendance form, specifically designed for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated several times while at the designated location, again upon leaving the destination, and upon returning to the center
- A first aid box is always available on the bus or van and with the teacher
- When seven (7) or more children are participating in a field trip, two (2) staff members are scheduled to work the field trip. At least one (1) of these staff members are trained in Emergency Procedures and First Aid, CPR & Communicable Disease. When eighteen (18) or more children are participating in a field trip, three (3) staff members are scheduled to work the field trip
- Appropriate child restraints will be utilized on all field trips
- Appropriate staff child ratios will be maintained on all field trips.

ESAW Child Development Center

Transportation Change

We transport children to and from school by way of buses and/or vans. If we are scheduled to pick your child up and there has been a change of plans without proper notification, we will charge your account (see Transportation Change Fee for full dollar amount).

Parents must notify the center at least one day prior to the transportation change in writing. In the case of unforeseen changes, the parent should call the center by 6:30am or as soon as possible. This request must be verified and approved by the center's director.

Parent Participation

As mentioned earlier, it is ESAW Child Development Center's goal to partner with our parents to provide an unsurpassed loving and nurturing environment through which our children will prosper in all developmental areas. We feel this is best accomplished through a close relationship between parents and staff members in all matters regarding our common concern for your child.

Please feel free to contact the director to discuss concerns about the staff or program. Take time each night to talk with your child's teacher. Call the center during quiet time to talk with the teacher (generally between 1:00pm – 2:30pm).

Visit the center any time; our doors are always open to parents! Use the "Listening Angels Box" for dropping suggestions about the center. Use our Parent Communication Log at the sign in/out desk to let us know of any special information about your child's day.

There are regular opportunities for parents to participate in field trips, class parties, picture day, holiday parties, etc. We welcome all parents who desire to share their talents and knowledge with our group of children.

Monthly activities to involve parents in the center include father's reading club, ice-cream socials, potluck dinners, and summer baseball games.

Parent/teacher conferences are regularly scheduled in November, March, and May along with verbal daily and written monthly progress reports from your child's teacher. Our monthly lesson plans are posted so you can see the class' activities.

Parent Rosters

A parent roster for your child's classroom is available upon request. Parent's name and numbers will be not added to the parent roster is so requested.

ESAW Child Development Center

Visiting and Conferences

We invite you to visit the center anytime and feel free to ask questions. Please consult with the director or your child's teacher if any problems arise concerning your child whether at home or at school.

Every parent must participate in at least two individual parent-teacher conferences scheduled periodically throughout the year. Even more importantly, we encourage parents to take advantage of the opportunities for daily contact with the director and teachers. We welcome your contribution of ideas to enable us to have a higher quality program.

Sign In/Out Procedures

Parents are required to sign their child in and out using the sign-in/out form located in his/her child's classroom.

- Please walk your child into his classroom each morning and come in each afternoon to pick up your child. Notifying the classroom teacher of your child's presence and departure
- Children will not be allowed to leave the room unless escorted by their parent or guardian. If someone other than the parent is picking up the child, he/she must go to the director's office first
- If someone other than the custodial parent or legal guardian will pick up the child, please write his/her name and relationship as designated by the director and in the registration form. We will ask for proper identification before discharging the child to someone other than a custodial parent or legal guardian. Phone request must be verified by the center's director and proven

Custody Agreement

The center cannot deny access to a parent of a child without a legal document on file

ESAW Child Development Center

Food and Rest Periods

ESAW CDC will meet your child's nutritional needs for the time of day they spend in our program by providing a well-balanced breakfast, lunch, and mid-afternoon snack. These will represent all five basic food groups and will be served with Vitamin C fortified juice or milk.

Our menus are approved by ODFJS/USDA and posted in the main entrance. Any substitution food served shall be from the same basic food group and will be recorded on the posted menu.

Meals will be served as follows:

- Breakfast will be served from 8:30am – 9am
 - Categories: milk; fruit/vegetable; grains/bread
- Lunch served from 11:30am – noon
 - Categories: milk; fruit; vegetable; meat/meat alternative; grains/bread
- Snack served from 4:00pm – 4:30pm
 - Categories: 2 items of the five food groups

Any child in attendance between the hours of 6:30am – 1:00pm will be served breakfast and lunch. Snack shall be served to each child in attendance more than four (4) hours each day, a minimum of one (1) snack, which provides nutritional value in addition to calories during the longest between meal periods.

Meals will be served according to the ODFJS/USDA required age group:

1-3yrs: ½ cup milk; 1oz meat/alternative; ½ slice of bread/alt.; 1/4cup fruit/vegetable

3-5yrs: 3/4cup milk; 1-1/2oz meat/alternative; ½ slice of bread/alt.; 1/2cup fruit/vegetable

6-12yrs: 1cup milk; 2oz meat/alternative; 1 slice of bread/alternative; 3/4cup fruit/vegetable

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

Outside food

The Center does not allow any outside food to be brought in. If a child brings in outside food, he/she will be asked immediately to dispose of it.

Birthday Parties

The center will allow small birthday celebrations in the classroom, however any food that is brought in must be preapproved by the office and must be store bought.

ESAW Child Development Center

Special/Modified/Supplement Diets

We ask that your physician specify if your child is on a special diet, fill out an ODHS 1217, (available in the office), sign and date this form. The center will keep a copy on file and a copy will be given to the cook. The child will not be given this food item.

Rest Period

There will be quiet time in the center each afternoon for all children. Depending on their age, children are expected to rest quietly on cots or engage in quiet activities, allowing those who need to sleep the opportunity to do so. One small blanket and pillow should be sent to the center for your child to use on his/her cot at rest time. Please label all items well.

ESAW Child Development Center

Evening and Overnight Care Policy

ESAW Child Development Center I and II will ensure that all children are safe and secure in the center.

All staff members are required to remain awake at all times and will supervise sleeping children

This facility is equipped with outside lighting for a secure parking lot and a secured entry door with buzzer entrance only. All walkways will be kept clean.

All hallways, classrooms and bathrooms shall adequately lighted for the safety of the staff and children

No unauthorized person or persons shall have access to the building. Only parents, staff, administrators and guardians are permitted during this time.

ESAW Child Development Center

Clothing and Belongings

Children's clothing shall be clearly marked with the child's full name. We urge parents to consider washable and comfortable clothes, which your child can manage, as much as possible.

We attempt to give your child an opportunity to experience large muscle activities and nature escapades on a daily basis; therefore, it is essential that he/she is dressed for the weather. We request that children bring a complete change of clothing, clearly marked with their names to keep at the center. ESAW CDC is not responsible for unmarked clothing or expensive jewelry. Please check the lost and found regularly for your child's misplaced items. The center will discard or donate all items not claimed after a 30-day period in an effort to mitigate clutter.

Toys and Other Things from Home

Sharing is an important emerging trait in young children; therefore, rather than toys, we encourage them to bring things such as tapes/cd's, books and games that the group can share. Please do not allow your child to bring valuables or breakable toys to the center. ESAW CDC cannot assume responsibility for loss or damage to items brought from home.

Photographs

Photographs and videos of children participating in HCDC's programs may be taken from time to time and may appear in the newspaper, magazines, brochures or other publicity materials.

In addition to the above, we love to use your child's drawings and other creative work in our brochures, monthly newsletters, etc. Your permission for photographs, videos and publishing of your child's artwork without compensation, is part of this agreement.

Outdoor Play and Equipment

Everyday weather permitting, children will have the opportunity to play outside at various times. All play areas will be maintained, safe and free from all hazards.

Children must remain within sight and sound of a staff member. Parents are always welcome to join their child during their child's outside play activity.

If weather does not permit outside play activity – either below 20 degrees Celsius or above 90 degrees Celsius - the children will engage in indoor activity in their classroom using large and small gross motor skills.

ESAW Child Development Center

Transitioning Children

Transition periods for the year will take place in January and in August. During this time, the child's parent will sign a form pertaining to the date the transition will take place.

The transitioning child will spend half of the day in the new classroom for one week then transition fully over to the next class on the following Monday.

General Emergencies

In the event that the center has power failure, no water, or flooding, teachers will immediately begin calling parents for pick up. After the children have left, the appropriate people will be contacted to rectify the situation.

Solicitation of Childcare Services

ESAW CDC strongly discourages its employees from providing any childcare services outside of HCDC's normal hours of operation to our customers.

We cannot prohibit employees from providing childcare services for children enrolled at ESAW CDC outside our program hours, but ESAW CDC will not be responsible for any acts or omissions of a ESAW CDC employee while performing such outside services.

We also ask our parents not to solicit any ESAW CDC employee for alternative childcare employment opportunities.

Vacation – School-Age Summer Camp

I. The Policy

Summer is on a signup basis. If you sign up for certain days, you will be responsible for tuition and must pay. You may add days at anytime depending on availability. There will be an activity charge for summer events/activities.

ESAW Child Development Center

Termination of Child Care Services

ESAW Child Development Center's reserves the right to discontinue childcare services if we decide that either the center, child or family is not benefitting from the arrangement. Childcare may be terminated for the following reasons:

- If a child's behavior indicates he/she is not adjusting to the program; has needs the program cannot fill or accommodate; or is detrimental to the functioning of the class as a whole. Staff members will hold consultations with staff, parents and professionals in order to determine if the child would be better served by another program. If it is determined that ESAW children cannot serve the child's needs, or if a child significantly disrupts the program for other children, parents will be given two weeks to find alternate childcare
- If a parent/legal guardian exhibits behavior that is detrimental to the health and well-being of the children or staff in a classroom; or negatively interferes with the normal functioning of the classroom; he/she will be given one week's notice and asked to find alternate childcare services. In an instance in which a parent is deemed verbally or physically hostile or abusive to center staff or children; ESAW Child Development Center's reserves the right to take measure to maintain a harmonious and safe center environment and childcare may be terminated immediately
- Failure of a parent to abide by ESAW children policies and procedures may result in the parent's being asked to find alternate childcare. Disregard of center policies and procedures might include, but are not limited to: delinquent payments; leaving a child past closing time; leaving a child unattended; endangering the well-being and safety of children; parents' reluctance to provide information or seek assistance for their child; failure to comply with agreed upon plan of action relating to child's behavior; failure to submit or update medical forms; arriving or departing with a child while under the influence of substances that leave the parent incapable of safely caring for a child.

Although, we pride ourselves on serving a diverse population of children and families, with a wide variety of needs, we cannot maintain enrollment for a child or family who requires more time and attention than we are reasonably able to give. Although, some children may require extra time and attention on occasion, we cannot continue to provide care for a child who is unable to function within the routine of the classroom, and within the stated ratio. Some examples include a child who needs a constant one-on-one, displays chronic aggressive behavior (beyond what is typical), cannot manage transitions or the daily routine, cannot function or behave appropriately in a social setting.

We understand that, as a parent, you are concerned about the welfare of your child but, as a center, we need to be concerned with the welfare of all children enrolled in our program. Be assured, however, that it is NOT our goal to exclude children and families from our program. On the contrary, it is our goal to work with families in providing the best possible care for their children.

ESAW Child Development Center

Termination of Child Care Services (continued)

There are many times when a parent may decide another child's behavior is inappropriate and warrants dismissal. We want to be clear that there is a range of behavior for children of all ages that although not acceptable (biting, hitting, use of profanity, etc.) may be developmental and manageable within our setting. The center's professional staff will make the determination if a child's behavior is beyond this developmental range to the extent, we feel we are not able to successfully work with him/her.

Notification of Withdrawal

If you choose to withdraw your child(ren) from our program at anytime or decide to decrease your child's schedule, a two-week notice is required. You will be charged childcare fees for the two weeks of care whether or not your child is in attendance.

This policy applies to Summer Camp as well as regular day care service.

Notification of Absences

Please contact the center when your child will be absent from the ESAW children so that we can better plan for the daily program. If your child is absent due to a communicable illness, we can post the Health Alert informing other families of the illness.

Ohio Department of Job and Family Service
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

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

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is:
<http://jfs.ohio.gov/cdc>

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42, U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

ESAW Child Development Center

Parents, after reading the handbook please sign and return this page to the Director. This is due before the child attends the center. Please feel free to ask the Director questions about any of the policies in the handbook.

By signing below, I acknowledge that I have received a copy of the parent handbook for ESAW Child Development Centers and have had the policies reviewed with me. I agree to follow all policies outlined within.

Signature of parent/legal guardian

Date

Signature of parent/legal guardian

Date