



Early Learning Programs

PARENT HANDBOOK

HEAD START
EARLY HEAD START
CHILD CARE

Table of Contents

TABLE OF CONTENTS	3
SECTION (1) CENTER LOCATIONS, DAYS & HOURS OF OPERATION	5
Mission Statement.....	6
SECTION (2) PROGRAM OPTIONS, SCHEDULE AND RATIOS	7
Head Start Preschool Program.....	7
Early Head Start Program.....	7
Extended Day Option.....	7
Child Care Classrooms.....	8
Child Care Fee Schedule.....	9
Ohio Early Childhood Education Grant Enrollment and Fees.....	10
Classroom Ratios.....	10
SECTION (3) PARENT RIGHTS & RESPONSIBILITIES	11
Parent Rights.....	11
Parent Responsibility.....	12
Breastfeeding Locations.....	12
SECTION (4) PHILSOPHY & GOALS	13
SECTION (5) GENERAL POLICIES & PROCEDURES	14
Head Start and Early Head Start Enrollment Process.....	14
Childcare Program Enrollment Process.....	14
Disenrollment Policy.....	14
Suspension Policy.....	14
Lost, Misplaced or Damaged Items Policy.....	15
Transitions to School.....	14
Attendance Policy.....	15
Non-Custodial Parent.....	16
Inclement Weather and Center Closing.....	17
Statement of Confidentiality.....	17
Professional Development.....	17
Release of Confidential Information.....	18
Grievance Procedure.....	18
Babysitting/Party Policy.....	18
USDA Nondiscrimination Statement.....	18
Reporting Suspected Child Abuse and Neglect.....	18
Parent Communication.....	19
Positive Discipline and Guidance Policy for Children.....	19
Unacceptable Discipline Methods:.....	20
Behavior Support Interventions Screening:.....	21
Consents, Authorizations & Releases.....	22
Assessment and Data Reporting.....	23
SECTION (6) CENTER & CLASSROOM OPERATIONS	23
Meal Times.....	23
Special Diets.....	24
Treat Policy.....	24
Parent Roster.....	24
What to Send to School with Your Child.....	24
Appropriate Clothing.....	24
Backpacks.....	24
Blankets.....	24
Toileting Policy.....	25
Outdoor Play Policy.....	25
Field Trips/Classroom Educational Visits.....	25

SECTION (7) ARRIVAL & DEPARTURE, TRANSPORTATION	26
Arrival & Departure.....	26
Emergency Contact Information.....	27
Release of Child	27
Transportation Services for Head Start.....	28
Place of Safety-State Law	29
Routes	29
Transportation Services Withdrawn.....	30
SECTION (8) HEALTH	30
Physical Exam Requirements.....	30
General Anesthesia.....	31
Head Start/Early Head Start Dental Exam Requirements.....	31
Health Conditions and Medication Procedures	31
Special Needs/Disability Services	31
Ill Child.....	32
Lice Policy and Procedures.....	32
Serious Incident, Illness or Injury	33
Incident Report Procedures	34
SECTION (9) SAFETY.....	34
General Emergency and Safety Procedures	35
Emergency Evacuation Sites.....	36
SECTION (10) OPPORTUNITIES FOR FAMILY ENGAGEMENT	37
Family Engagement in Head Start and Early Head Start.....	37
Head Start and Early Head Start Volunteer Opportunities	37
Parent Planning	37
Health Advisory Committee.....	37
Policy Council.....	37
Special Classroom Activities & Field Trips	38
Regular Classroom Volunteering.....	38
Family Connection Events.....	38
Head Start and Early Head Start Teacher Conferences & Home Visits.....	38
Childcare Teacher Conferences	39
Family Engagement Home Visits with Head Start and Early Head Start Families	39
CENTER PARENT INFORMATION	40
WIC RELEASE	41

My Child's Center: _____ Class Time: _____
Center Phone: _____ Administrative Office: 513-528-7224
Teacher: _____ Assistant Teacher: _____
Classroom Aide: _____ Bus Driver: _____

SNOW DAY CANCELLATION: My center will be closed when _____ is closed.
(school district)

Family Advocate: _____	Phone #: _____
Program Coordinator: _____	Phone #: _____
Assistant Director <u>Ginny Mersman</u>	Phone #: <u>513-528-7224</u>
Program Director <u>Beth McManus</u>	Phone #: <u>513-528-7224</u>

SECTION (1) CENTER LOCATIONS, DAYS & HOURS OF OPERATION



ADMINISTRATIVE OFFICES
4629 AICHOLTZ ROAD, CINCINNATI OH 45244
(513) 528-7224 - Fax (513) 688-8141
Email: info@child-focus.org

Child Focus Learning Center #1

4629 Aicholtz Rd.
Cincinnati, Ohio 45244
513-528-7224

Classroom #1

Head Start/ODE - M-F (8:00-2:30)
Extended Day Hours Available
(7:00 - 5:30)

Classroom #2

Head Start/ODE - M-F (8:00-2:30)

Classroom #3

Head Start/ODE - M-F (8:00 - 2:30)

Classroom #4

Early Head Start - M-F (8:30-2:30)
Extended Day Hours Available
(7:00 - 5:30)

Classroom #5

Early Head Start M-F (8:00-2:30)

Classroom #6

Early Head Start M-F (8:00-2:30)

Child Focus Learning Center #2

4633 Aicholtz Rd.
Cincinnati, Ohio 45244
513-528-7224

Classroom #7

Head Start/ODE - M-F (8:00-2:30)
Extended Day Care Available
(7:00 - 5:30)

Classroom #8

Child Care - M-F (7:00-5:30)

Classroom #9

Early Head Start M-F (8:30-2:30)

Classroom #10

Early Head Start - M-F (8:30-2:30)
Extended Day Hours Available
(7:00 - 5:30)

CNE Center

Former Elementary Building
463 S. Broadway
Owensville, Ohio 45160

CNE Classroom #1

513-685-5094
Head Start - M-F (9:00 - 3:30)

CNE Classroom #2

513-685-5373
Head Start - M-F (8:00-2:30)

Eastgate Center

4435 Aicholtz Rd. Suite 100
Cincinnati, OH 45245

Eastgate #1

513-420-2421
Head Start/ODE - M-F (8:00-2:30)

Eastgate #2

513-430-2529
Head Start/ODE
M-TH (9:00-12:30/1:00-4:30)

Eastgate #3

513-430-2759
Head Start/ODE - M-F (8:00-2:30)

Felicity Center

Felicity Elementary
105 Market Street
Felicity, Ohio 45120
513-326-5420
Head Start/ODE - M-F (8:00-2:30)

Grant Center

Grant Career Center
718 W. Plane Street
Bethel, Ohio 45106
513-729-9128
Head Start M-F (8:15-2:45)

Milford Center

Eastside Christian Church
5874 Montclair Blvd.
Milford, Ohio 45150

Milford Classroom #1

513-760-3775
Head Start - M-F (8:00 - 2:30)

Milford Classroom #2

513-760-3635
Head Start - M-F (8:00- 2:30)

Thomaston Woods Center

Community Building
1460 Thomaston Drive.
Amelia, OH 45102
513-240-0617
Head Start - M-F (8:00 -2:30)

Williamsburg Center

Williamsburg Elementary
839 Spring Street
Williamsburg, Ohio 45176

Williamsburg Center #1 (FD SE)

513-612-9380
Head Start - M-TH (9:00-3:30)

Williamsburg Center #2 (DS SE)

513-612-9379
Head Start/ODE
M-TH (9:00-12:30/1:00-4:30)

Williamsburg Center #3

513-612-9372
ODE Paid Preschool
M-TH (9:00-12:30/1:00-4:30)

Williamsburg EHS

Trinity Christian Fellowship
3730 Cobb Road
Williamsburg, OH 45176
513-508-7909
Early Head Start M-F (8:30-3:00)

Welcome to Child Focus Early Learning Programs. Our agency is committed to providing quality services for young children ages birth to 5 and their families. We offer an array of comprehensive services geared to meet the needs of young children and the entire family. Our purpose is to provide a safe, nurturing early learning experience for your child.

Our Mission

The mission of Child Focus is to join with communities to improve the quality of life for children, families and adults.

The Early Learning Programs of Child Focus supports families in building the foundation for the future success of children by providing quality comprehensive educational services.

We believe:

- *Parents are children's first and most important teachers.*
- *All people deserve respect and dignity.*
- *Learning is a life-long process.*
- *Decision making is shared by staff, parents and the community.*
- *Collaboration among the private, public and corporate entities is invaluable.*
- *Investments in professional growth and development for staff, parents and the community preserve the quality of services.*
- *Child Focus Early Learning Programs are a leader and a resource in the provision of Early Childhood services for our community.*

We appreciate your interest in our services. We would like to invite you to visit our centers, meet our staff and ask additional questions. For more information, please contact us at (513) 528-7224 or www.child-focus.org.

Child Focus is a non-profit organization and an Equal Opportunity Provider.

SECTION (2) PROGRAM OPTIONS, SCHEDULES AND RATIOS

Head Start Preschool Program

Our preschool program option provides children age's three to five with classroom experiences planned by qualified staff to promote developmental growth in all areas. Individualized planning ensures that the specific needs of each child are met in a safe, nurturing learning environment. Teachers and parents will meet four times per year (two home visits and two parent teacher conferences) to set and update goals for their child. Children in a part-day program attend class Monday through Thursday with some occasional Fridays. Morning and afternoon classes are available. Children in a single session or full day attend Monday through Friday. Center times vary based on location.

Sample Daily Schedule for Part-Day Center		
AM Session	PM Session	SCHEDULE
8:00 AM	12:30 PM	<i>Arrival, health check, large group activity</i>
Early Morning	Early Afternoon	<i>Breakfast/Lunch, free choice, tooth brushing</i>
Mid- Morning	Mid Afternoon	<i>Gross motor activity/ small group planned activities</i>
Late Morning	Late Afternoon	<i>AM – Lunch or PM – snack, tooth brushing</i>
11:30 AM	4:00 PM	<i>Group activity (music, story time, review of day), departure</i>

Sample Daily Schedule for Single Session/Full Day Center	
Single Session	SCHEDULE
8:00 AM	<i>Arrival, health check, large group activity</i>
Early Morning	<i>Breakfast, free choice, tooth brushing</i>
Mid- Morning	<i>Gross motor activity/ small group planned activities</i>
Early Afternoon	<i>Lunch, naptime for Full Day***</i>
Mid Afternoon	<i>Group activity (music, story time, review of day), snack</i>
2:30 PM	<i>Departure</i>

***Actual Session times vary depending on location.

***Naptime is in accordance with developmental needs of the child. Each child is assigned their own cot. Nap areas allow for visual supervision of children at all times. A child who does not fall asleep may engage in quiet activities.

Early Head Start Program

Our infant/toddler program provides children, ages 0-3, with classroom experiences planned by qualified staff to promote developmental growth in all areas. Individualized planning ensures that the specific needs of each child are met in a safe, nurturing learning environment. Teachers and parents will meet four times per year (two home visits and two parent teacher conferences) to set and update goals for their child.

Ratios in **Early Head Start** classrooms are 1:4 with group sizes of 8 or 9.

Sample Daily Schedule for Early Head Start	
Single Session	SCHEDULE
8:00 AM	<i>Arrival, health check, large group activity</i>
Early Morning	<i>Breakfast, free choice, tooth brushing</i>
Mid- Morning	<i>Gross motor activity/ small group planned activities</i>
Early Afternoon	<i>Lunch, naptime for Full Day***</i>
Mid Afternoon	<i>Group activity (music, story time, review of day),snack</i>
2:30 PM	<i>Departure</i>

***Actual Session times vary depending on location.

Extended Day Option

Parents may choose to pay for the use of **Extended Day** hours outside of **Head Start** or **Early Head Start** regular hours. This option is available in **2 Head Start classrooms** and **2 Early Head Start** classrooms with limited space available. Due to the limited number of extended day slots, if extended hours are not used consistently for 30 days, your child will be moved to another classroom option. To participate in this program parents must sign a fee agreement authorizing automatic payment from either a credit/debit card or the authorization of an electronic funds transfer from a bank account on a **weekly basis** to pay for this option. **Non-payment of extended hours will result in your child being withheld from before and after Head Start hours.** Your child may attend for the Head Start portion of the day until payment is received.

Extended Day Fees
10.00 per hour -prorated every 15 minutes.

Extended day classrooms can also accept child care vouchers and payment from the Ohio Department of Job and Family Services. Parents who qualify may pay for **Extended Day** hours outside of the **Head Start** or **Early Head Start** hours with child care vouchers. Parents receiving child care subsidies must comply with the billing process and requirements established by the supporting agency. Child care vouchers cannot be used for more child care time than the time specified in the voucher. Children are eligible for child care services only when the parent/custodian is at work or school. A fee agreement will be completed for all co-pays. Payments will be processed on the Monday after extended hour services are provided.

A late charge of \$20.00 per child will be assessed to any payment more than five (5) days late. Checks are posted on the date received. A return check charge of \$25.00 will be assessed for every check returned.

The Child Focus **Early Head Start** and **Head Start Extended Day** Classrooms are open from 7:00 am to 5:30 pm Monday through Friday. **There is a late fee charge for any child picked up after closing time (5:30pm).** Five dollars (\$5.00) will be charged for every 5-minute increment, according to the center's clock. Payment will be required PRIOR to the child returning to the center.

Childcare Classrooms

Child Focus offers a limited childcare option for children age 0-5 to meet the unique needs of staff and working parents. Childcare hours are 7:00 AM to 5:30 PM. These classrooms provide experiences planned by qualified staff to promote developmental growth in all areas, in a safe, nurturing learning environment. We have one childcare classroom for children ages 0 – 3 for up to 12 children. For children

ages 3 – 5, we provide childcare services for a **limited number of slots** in two of our extended day Head Start Classrooms.

CHILDCARE AND EXTENDED DAY INFANT/TODDLER ROOM SCHEDULE	
7:00 AM	<i>Center open/Arrival</i>
Early Morning	<i>Routine care, self-directed play, handwashing, breakfast.</i>
Mid-Morning	<i>Planned play activities, self-directed play, naps, routine care, outside play, toothbrushing.</i>
Late Morning	<i>Handwashing, lunch, nap time.</i>
Early Afternoon	<i>Routine care, planned activities, self-directed play, outside or large motor activities.</i>
Mid Afternoon	<i>Snack, routine care, self-directed play.</i>
Late Afternoon	<i>Talk to parents, clean up room, routine care, self-directed play.</i>
5:30 PM	<i>Center closes.</i>
<i>*Naps, feeding and routine care are based on individual needs for infants and young toddlers.</i>	

CHILDCARE AND EXTENDED DAY PRESCHOOL SCHEDULE	
7:00 AM	<i>Center opens/Arrival</i>
Early Morning	<i>Routine care, self-directed play, handwashing, breakfast.</i>
Mid-Morning	<i>Planned school readiness activities, self-directed learning, routine care, gross motor activities, large/small group activities, story time</i>
Late Morning	<i>Handwashing, lunch, toothbrushing.</i>
Early Afternoon	<i>Nap Time.</i>
Mid Afternoon	<i>Routine care, planned activities, self-directed learning, large motor Activities, snack.</i>
Late Afternoon	<i>Talk to parents, clean up room, routine care, self-directed play, additional small group activity, story time</i>
5:30 PM	<i>Center closes.</i>

Families not utilizing child card vouchers with children attending **Childcare** will be assessed the following fees:

CHILDCARE FEE SCHEDULE

INFANTS/TODDLERS (6 wks. -36 mo.)	PRESCHOOL (3 -5 yrs)
\$ 260.00/week	\$ 200.00/week

A **Childcare** registration fee of \$35.00 and an activity fee of \$25.00 (total \$60.00) per child is due upon enrollment. The activity fee of \$25.00 per child is due annually thereafter. Payments must be made by credit card (VISA and MasterCard), check or money order payable to *Child Focus* or are automatically withdrawn via *Electronic Fund Transfer(EFT)*. Payments will be processed on the Monday after childcare services are provided. Fees and fee policies are subject to

change. A three week notice will be given when changes occur. Preferred method of payment is recurring credit card payment.

All **Childcare** families must sign a fee agreement prior to the beginning of services. **Fees are due weekly according to the terms and conditions established in the fee agreement.** Payment for services must be paid one (1) week in advance of services. If at any time a family is behind in payment costs for the equivalent of two weeks of childcare, a repayment agreement will be established for the past due amount. At any time the family fails to submit payment on this new agreement within five (5) business days after payment is due, they will be subject to termination of child care services.

A late charge of \$20.00 per child will be assessed to any payment more than five (5) days late. Checks are posted on the date received. A return check charge of \$25.00 will be assessed for every check returned.

If the family does not follow the payment plans, services will be terminated and the past due amount may be turned over to the collection agency.

There is a **late fee charge** for any child picked up after closing time (5:30 pm). Five dollars (\$5.00) will be charged for every **5 minute increment**, according to the center's clock. Payment will be required **PRIOR** to the child returning to the center.

Fees will be due for days children miss due to **illness**. If illness is long term (5 days or more) and the center is notified in advance, only 50% of the tuition will be due. If a child is absent for 5 consecutive center days and we **do not hear from you, the child will be withdrawn from the program.**

There is no limit to the amount of **vacation** a child may take from **Childcare**. However, a 50% discount will be given only for a two week vacation period. Any child absent longer than two weeks for vacation will be required to pay full fees for any period beyond the two weeks.

There is a 15% discount for siblings enrolled in **Childcare**, applied to the oldest sibling's rate.

Ohio Early Childhood Education Grant Enrollment and Fees

The Ohio Early Childhood Education Grant supports enrollment slots in some of our centers for 12.5 hours per week. Children enrolling in a slot supported by the Ohio Early Childhood Education Grant must complete a separate enrollment and the Ohio Early Childhood Eligibility Screening Tool.

ECE Grant Sliding Fee Scale Tuition Policy – There are no tuition, fees or sliding scale fees for enrolling or attending in an ECE Grant slot.

Classroom Ratios:

One of the features of quality early learning programs is the adult to child ratios. At Child Focus, we strive to maintain ratios that are lower than the Ohio Department of Job and Family Services minimum requirement. Our agency will maintain the following adult-child ratios and maximum group sizes in all Head Start programs. Each center is licensed to serve these maximum group sizes:

Child Focus Learning Center Adult/Child Ratios

AGE	ODJFS Childcare ADULT/CHILD RATIO	ODJFS MAXIMUM GROUP SIZE	Child Focus Head Start / Early Head Start ADULT/CHILD RATIO	Child Focus MAXIMUM GROUP SIZE
Birth-12 months	1 to 5 or 2 to 12	12	1 to 4	9
12 months – 18 months	1 to 6	12	1 to 4	9
18 months-36 months	1 to 7	14	1 to 4	9
3 years to 4 years	1 to 12	24	1 to 10	17
4 years to 5 years	1 to 14	28	1 to 10	20

Ratios may be doubled for children 18 months or older during naptime if all children are on their cot and naptime does not exceed 2 hours in a 24-hour period.

SECTION (3) PARENT RIGHTS & RESPONSIBILITIES

Parent and family participation and involvement are essential to the success of the Head Start program. We believe that parents and family members are their child's first teachers and are valuable contributors to our program.

Parent Rights

My rights as a parent or guardian in the program include:

1. To be recognized as my child's primary educator.
2. To be treated with respect.
3. To be welcomed in my child's classroom. There is an open-door policy, and I may visit the center at any time during its hours of operation. During high exposure times, visitors will be limited to avoid exposure to all children in classrooms.
4. To receive information and guidance from the program about my child's progress and development, including regular progress reports from my child's teacher.
5. To participate in discussions about my child's progress and setting goals for my child's learning and development.
6. To be supported as an advocate for my child. In the event that my child has a diagnosed disability or has been referred for a concern; I will be involved by the local school district in creating an Individualized Education Plan, and will be kept informed on my child's progress in meeting his/her goals.
7. In **Head Start** and **Early Head Start** I will have the opportunity to take part in decisions regarding my child's center and the program. My ideas and suggestions will be valued, and I will have opportunities to share them with staff and other parents. **Head Start** and **Early Head Start** opportunities include Parent Committee Meetings and Policy Council meetings.
8. To be informed about resources within the community related to education, health, social services, employment, etc.

9. To review and ask for clarification on policies and procedures.
10. To submit any concerns regarding the center's alleged violation of the licensing requirements to the State Child Care Licensing office.
11. To report any concerns about child abuse or neglect occurring at the center to the State Child Care Licensing office.

Parent Responsibilities

My responsibilities as a parent/guardian in the program include:

1. Ensure my child attends the program consistently and on time to support his/her development.
2. Participate actively in the program and take advantage of the opportunities that the program offers.
3. Work with teachers, staff, and other families in a cooperative manner.
4. Be open to new ideas and experiences that can benefit me and my children.
5. Help make the program better by offering my opinions and suggestions.
6. Ask questions of my child's Teacher, our Family Advocate, the Program Coordinator or other members of the staff.
7. Reinforce what my child learns at the program by working with my child at home.
8. Ensure that my child is up-to-date on all required medical and dental needs.
9. Agree to access follow-up care when health concerns are suspected or identified.
10. Participate in orientation process to assist my child with transitioning into the school year at his/her center. This process occurs with all "new" children throughout the program year.
11. Participate in two home visits and two parent-teacher conferences each year with my child's Teachers.
12. Participate in home visits with the Family Advocate assigned to my family.
13. Ensure that my child has extra clothing at the center.

Breastfeeding Locations

The following locations are available for nursing mothers to breastfeed their child:

All locations within a school building: Teacher's Lounge

Child Focus Learning Center Building 1 & 2: Office area located in Corporate Office or staff break room

Thomaston Woods: Office Area

Eastgate: Office Area

Milford: Sunday School room across the hall from the classrooms.

Williamsburg EHS: Nursery Area

SECTION (4) PHILOSOPHY & GOALS

Our program philosophy is every child can learn and succeed at the highest levels. Our curriculum plans are designed to provide age appropriate experiences that build the skills necessary for a positive transition to kindergarten. We teach children how to get along well with others and become independent, enthusiastic learners.

Our Goals..

Focus on the entire family as a unit. At Child Focus, we believe each parent is their child's first and most important teacher. We will partner with you to achieve the best outcomes for your child in achieving school success and establishing family life practices.

Consider assessment and evaluation results in making appropriate decisions to support children's learning, improve their performance and realize their individual potential.

Plan and deliver age appropriate environments, activities and experiences focused on school readiness plan goals.

Value the differences in children, building upon diversity rather than stressing conformity.

Provide intentional, purposeful age appropriate activities and experiences that engage children, interest them and meet their needs across all learning domains. Provide learning experiences that promote school readiness and the development of social and emotional, cognitive, language and literacy skills.

Encourage children to engage and interact with their learning experiences through many and varied opportunities for exploration by providing children the time and opportunity to explore and investigate their world creatively with an understanding that children learn through active involvement and play in a safe, healthy, caring and stimulating environment.

Incorporate appropriate special education strategies to maximize success in the classroom setting, and collaborate with local school districts to foster best practice in meeting the educational needs of children in the least restrictive environment.

Support parents in promoting optimal health for children to reduce barriers in development and learning.

Our curriculum identifies goals in four areas of development:

- Social/emotional: to help children develop independence, self-confidence, and self-control, follow rules and routines, make friends, and learn what it means to be part of a group.
- Physical: to increase children's large muscle skills – balancing, running, jumping, throwing and catching – and use the small muscles in their hands to do tasks like buttoning, stringing beads, cutting, drawing, and writing.

- Cognitive: to acquire thinking skills such as the ability to solve problems, ask questions, and think logically – sorting, classifying, comparing, counting, and making patterns – and to use materials and their imagination to show what they have learned.
- Language & Literacy: to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words, and begin writing for a purpose.

SECTION (5) GENERAL POLICIES AND PROCEDURES

Head Start and Early Head Start Enrollment Process

Our program follows Federal Head Start enrollment guidelines. To enroll in our [Head Start](#) and [Early Head Start](#), families complete the following:

- Meet eligibility criteria as determined by the Office of Head Start.
- Complete all health and enrollment forms in the application packet and update annually.
- Provide an up-to-date shot record for the child.
- Allow consent for emergency transportation if necessary. Child cannot be enrolled in program if consent is not signed for emergency transportation.
- Provide proof of eligibility/income (pay stubs, 1040 tax statement, W2 forms, unemployment forms, public assistance forms, child support, etc.) for the past 12 months or previous year.
- Provide statement for income every two years, and when a child transfers from Early Head Start to Head Start.
- Provide all custody agreement documents and/or other court order paperwork. Provide new or updated documents as changes or updates are made.
- **Provide supporting information and documentation regarding any physical health, nutrition, mental health, developmental or behavioral needs. Relevant plans will be created prior to enrollment.**

Childcare Program Enrollment Process

- Complete all health and enrollment forms in the application packet and update annually.
- Provide an up-to-date shot record for the child.
- Pay appropriate fees.
- Allow consent for emergency transportation if necessary. Child cannot be enrolled in program if consent is not signed for emergency transportation.
- Provide all custody agreement documents and/or other court documents. Provide new or updated documents as changes or updates are made.
- **Provide supporting information and documentation regarding any physical health, nutrition, mental health, developmental or behavioral needs. Relevant plans will be created prior to enrollment.**

Disenrollment Policy

Child Focus will make every effort to continue your child's successful enrollment in our programs. As a policy, Child Focus does not expel children. Examples of issues that may result in disenrollment:

- Exhibit persistent and serious challenging behaviors that create an unsafe environment for children and staff.
- Harmful behavior of parents to staff or other program participants including inappropriate language and/or verbal threats.
- If Head Start is not the most appropriate placement for your child, we will work with you to facilitate the transition to a more appropriate placement.

Childcare/Extended Day (only)

Those listed above and:

- Non-payment of fees
 - Non-payment of fees may result in withdrawal from extended hours use.
- Failure to add in/out times on the voucher system tablet (if applicable).
- Failure to use extended day hours consistently.

If a parent wishes to disenroll their child, the parent must notify the center of the child's last day of service.

Suspension Policy

A temporary suspension will be used as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. Child Focus will engage with a mental health consultant and meet with parents as quickly as possible.

Lost, Misplaced or Damaged Personal Items Policy

Please be advised that Child Focus will not assume responsibility for any lost, misplaced or damaged personal items brought to the center. Child Focus will make every effort to keep these items from getting lost or broken but we will not offer any kind of reimbursement for lost or damaged property. Please label your child's possessions properly to help us keep track of individual belongings and minimize the number of personal items brought to the center.

Transitions to School

In the [Head Start](#) center-based program, there are some cases where transitioning to a classroom is most successful when new children begin by gradually attending school, starting with less hours, partial or alternate days. This is an important part of helping them adjust to a new setting, and facilitates a healthy separation for the child as well as the parent. Some Head Start classrooms may implement a phase-in schedule for children as needed to provide an adjustment time for the child to grow accustomed to the schedule and routines of school.

Transition Process:

Transitions from one center or classroom to another may be difficult for children. Individual transition plans and meetings are developed for each child's transition to be successful. A gradual phase-in process may occur during this time, as needed. This allows time for the child and parent to adjust to new staff or centers.

- Transition from **infant/toddler to preschool** programs will begin at 2 years 6 months when the child is ready to advance to the next developmentally appropriate level. This plan will

include staff from both programs and the child's parent/guardian. A written transition agreement, which may include a gradual phase-in, is signed by parent and placed in the file.

- Transition from **preschool programs to kindergarten** begins within 30 days of enrollment and is ongoing throughout the year. Centers distribute transition information to families, and share specific registration information for their school district.
- **Transition to other CF centers or other early childhood programs** begin as soon as possible (if time permits) and are based on the needs of the child and/or family. A gradual phase-in may occur.

Attendance Policy

In all programs, good attendance assures that your child will receive the greatest benefit from our program. We want your child to experience all the learning activities planned on a daily basis. See "Ill Child" about symptoms that prevent your child from attending.

In all programs, if a child will be absent or tardy, the parent/guardian must contact the Family Advocate for your classroom as soon as possible to report the absence. If a child is unexpectedly absent and no contact has been made **within one hour** of class start time or child's normal arrival time, Family Advocate must attempt to contact the parent/guardian to ensure the child's safety and well-being. Contact methods include: phone, text, email, Class Dojo or a home visit if unable to reach family.

Head Start and Early Head Start children are expected to attend at least 90% of the time each month.

In **Head Start** and **Early Head Start**, Family Advocates and Teachers will identify children that have had 10% of unexcused absences for the month and reach out to the families to complete an Attendance Success Plan. Attendance will be monitored weekly to help the family identify those barriers that are affecting their regular participation in the classroom and help them to have a successful school year.

Head Start and Early Head Start:

If a child has been absent for three (3) consecutive days of unreported absences, Family Advocate will conduct a home visit if unable to reach the family by other contact means. An Attendance Agreement and goal will be developed with the parent/guardian to improve attendance and reach the 90% attendance requirement. In the event of chronic absenteeism, meaning excessive unexcused and/or excused absences, the situation will be evaluated by the Enrollment Team and your child may be withdrawn and placed back on the waiting list until your family is able to fully engage in the program and an opening is available.

Once Attendance Agreement is completed and your child's cumulative attendance falls below 75%, your child may be withdrawn and placed back on the waiting list.

It is unfair to children on a **Head Start** or **Early Head Start** wait list for us to continue to provide services to children with irregular attendance. We ask for your cooperation to help your child maintain good attendance and receive a head start as they prepare for kindergarten.

Non-Custodial Parent

Children will not be released to Non-custodial parents/guardian unless listed on the ODJFS enrollment form or the Center Pick-up Authorization form. Parent must provide written documentation from the court indicating that they have permission to access child's records or have access to child. This includes, but not limited to, kinship agreements, safety plans, parental visitation agreements, court or other custody documents. All documentation must be reviewed prior to new authorizations or changes being made.

If there are court documents in the child's center file that deny/limit the non-custodial parent/guardian's right to visitation we **CAN NOT** release the child. The staff will call the custodial parent and report the circumstances.

If the parent insists or is threatening, staff will call 911 immediately.

Inclement Weather

Our **Head Start** and **Early Head Start** centers will be closed or have a delayed start time when the public schools in the area of the center are closed or delayed due to inclement weather or unsafe weather conditions. Each classroom will receive a copy of the Inclement Weather/Snow Policy specific to their classroom. Child Care Classrooms will follow Child Focus All Agency closures or delays.

Please listen to your local radio or television station for these announcements on notice of delay or cancelations. Parents will also be notified via the One Call System and/or Class Dojo by text or call.

Center Closings

Our **Head Start**, **Early Head Start**, **Child Care and Extended Day** classrooms/centers will be closed for all major holidays.

Head Start and **Early Head Start** classrooms including those with the **Extended Day** option will be closed for Winter Break the week between Christmas and New Year, and for one week of Spring Break. The dates for these breaks will be provided in August.

Extended Day rooms 1, 4, 7 & 10 and Child Care room 8 will be open the week of Spring Break for voucher/full fee child care and families who regularly and consistently use extended hours. **Head Start** and **Early Head Start** children will be on Spring Break for this week.

At times, classrooms may be closed due to circumstances beyond our control (i.e., heat/electric outages, flooding/water damage, illness and staff shortage, etc.) We will make every effort to keep the number of times our classrooms are closed to a minimum. Parents will be notified by text and/or call via the One Call System or Class Dojo. Parents will be given advance notice in the event **Child Care/Extended Day** will be closed for other reasons, such as staff training or agency-wide events.

Should a center be closed for any other days and/or times, you will be given at least two (2) weeks notice **when possible** to enable you and your family to make alternate child care arrangements. If the center is closed for other reasons, families will be notified by a recorded message that will be sent to the contact numbers provided in the enrollment packet. **Families need to ensure that the centers have all updated contact information.**

Professional Development

In order to continue to provide your child the best care possible, periodically throughout the year our classrooms will be closed to allow for staff in-service training. Our **Head Start**, **Early Head Start**, **Child Care and Extended Day** classroom/center will be closed for three (3) Town Hall/Professional Development days per year – one in August, December and May with dates provided in August. **Head Start** and **Early Head Start** will also be closed 1 or 2 days each month for staff training and professional development. Advance notice and reminders will be given for the Professional Development closure dates.

Statement of Confidentiality

All files and information recorded in Head Start regarding children and families in the program are kept strictly confidential. Staff members are the only people who have access to these files, including Family Advocates, Home Visitors, Classroom Teachers, and other staff and consultants as

needed (e.g. in the case of a specific health concern). Access to files is on a "Need to Know Basis"; only staff members that are involved with your child/family will have access to the records.

Release of Confidential Information

Our program will not release information from a child's record or file without the written consent of a parent/guardian. If the program receives a request for information on your child and/or our program would like to obtain information from an outside entity, we will request that the parent/guardian sign a consent form that includes what kind of information we would like to release/receive and to/from whom. Parents/guardians have the right not to sign this release consent form. All Head Start centers are licensed by the Ohio Department of Jobs & Family Services; therefore, all child/family information is available to the licensing specialist without parental consent and prior notification. Requests for records can take up to seven (7) business days.

Grievance Procedure

Child Focus is required to comply with all state and federal regulations. If for any reason complaints arise, parents or members of the community are encouraged to discuss any concerns with the center staff and/or the Program Coordinator. If the concern is not satisfactorily resolved, contact an Assistant Director at 513-528-7224. If further action is warranted, the concern should be submitted in writing to the Early Learning Director. If after exhausting all channels above and the concern still remains unresolved, the parent may take the concern to the Child Focus Client Rights Officer. If the parent is not satisfied with the response, he/she may appeal to the Chief Executive Officer (CEO) of Child Focus. Upon receipt of the grievance, the CEO shall respond to the concern in writing within 15 business days. The decision of the CEO is final.

All written documentation of the grievance and its resolution will be maintained in the child's record.

Babysitting/Party/Social Media Policy

Staff is prohibited from babysitting, attending social functions and social networking via technology of families enrolled in the program. Please do not ask staff to babysit, attend a social event or request to social network with them. We request that you respect our professional boundaries.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail

to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Reporting Suspected Child Abuse and Neglect

Our staff is responsible for the health and welfare of all children participating in the program, and as such are **mandatory reporters** of any suspected child abuse or neglect. If necessary, our staff will provide the following information to Child Protective Services (CPS) office on the child:

- Child's name, birth date, home address
- Parent's full name and phone number
- Time of incident and where it took place
- Any other relevant detail

*** If an allegation of child abuse and/or neglect is substantiated against any staff member, his/her employment will immediately be terminated.**

Parent Communication

The decision to notify parents that a report was made to CPS will be determined on a case by case basis. In addition, staff shall advise parents of any unusual incident that occurred at the center and that might indicate possible abuse and/or neglect involving the child, such as unusual sexual activity; violent or destructive behavior; withdrawal or passivity; or significant changes in the child's personality, behavior or habits. Such notification shall be made on the same day on which the incident occurred, and documentation of the incident and of parent notification kept on file.

Positive Discipline and Guidance Policy for Children

Child Focus Early Learning programs use an approach to discipline and guidance that emphasizes respect for each child; developmentally appropriate expectations of children's behavior; and the use of positive discipline and guidance strategies.

Our staff members strive to create a relaxed, positive environment that enables children to explore and experiment while remaining safe and feeling well-supported. Through positive guidance strategies and modeling social skills, staff help children learn pro-social behaviors, build confidence and self-esteem, and develop greater respect for others' rights and feelings, as well as a sense that they are themselves respected.

Discipline concerns are handled by staff in a way that encourages children to solve problems and develop a sense of inner self-control. Children are given authentic choices and the opportunity to be an active part of decision-making in their environment, thus fostering a sense of personal responsibility. Staff help children to understand the reasons for rules and limits and to feel good

about the choices they make. Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.

Our staff will use a variety of strategies for positive discipline and guidance in the classroom, including the following:

- Plan ahead in order to anticipate problems.
- Limit expectations to what is realistic for the developmental level of each child (and make these expectations clear to children. E.g. understand that young children are not ready to share yet; model and encourage sharing, but do not insist on it.
- Create a “yes” environment: rather than telling children what they cannot do, give them choices of the things they can do.
- Talk about children's positive behavior: “Thank you for giving the truck to Daniel when you were finished with it.”
- Set a few simple, clear rules, focused around health and well-being, safety, respect for property, and respect for others.
- State rules positively rather than negatively: “Please walk” instead of “Don't run.”
- Offer reasons for rules: “I can see you are excited, but it is not safe to run inside the classroom. Please use walking feet.”
- Model behaviors that we wish children to use, e.g. always being courteous and attentive.
- Give children clear, simple directions and positive reminders.
- Pay close attention to children in order to prevent and/or intervene in challenging behaviors. (Especially important with children who are likely to escalate, hit or bite.)
- Redirect children from unacceptable to acceptable behavior: “Kicking is not safe. Let's find something else for you to do.”
- Share our own feelings about certain behaviors: “I get worried when I see you do something that is not safe.”
- Help children deal with frustration and anger through words or pretend play.
- Focus on the child's behavior, not on the child's value as a person.
- Help children understand the consequences of their actions and use problem-solving skills to develop solutions.
- Encourage children's growing sense of independence and acknowledge when children show self-control.
- Help children refrain from dwelling on mistakes, so they can learn to move on.
- Some of the above strategies adapted from the Creative Curriculum® (Teaching Strategies, Inc.).

Time away from an activity can allow a child the chance to cool off and regain control; however, this strategy is used only rarely, for very objectionable, out-of-control or repeated antisocial behavior.

Staff will use appropriate touch at all times with children. Appropriate touch includes pats on the back or shoulder, side hugs, handshakes, and high fives.

Unacceptable Discipline Methods:

The following methods are prohibited by staff at all times, under any circumstances:

- Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching, squeezing and other measures intended to induce physical pain or fear
- Threatened or actual withdrawal of food, rest, or use of the bathroom
- Use of food as reward or punishment
- Abusive or profane language
- Any form of public or private humiliation, including threats of physical punishment or emotional abuse, including shaming, humiliating, rejecting, terrorizing, or isolating a child
- Punishment for soiling, wetting, or not using the toilet
- Bribes, false threats or false choices
- Retaliating or doing to the child what s/he did to someone else
- Labeling a child as "bad" or otherwise implying that s/he is a problem, rather than the behavior

Child Focus staff understand parenting styles may vary from family to family. One of our goals is to help parents find effective means of discipline for their child using positive discipline methods. Child Focus/Early Childhood Division does not condone parents physically disciplining (spanking, etc.) or verbally abusing (calling names, etc.) children.

Behavior Support Interventions

Social-Emotional development is a critical foundational piece to successful well-being for the whole child. Social-Emotional development refers to the skills necessary to foster secure attachment with adults, maintain healthy relationships, regulate one's behavior and emotions and develop a healthy concept of personal identity. Positive social-emotional development provides the structure for lifelong development and learning.

Child Focus Early Learning classrooms use the Conscious Discipline approach to support children's social-emotional development and prevent or address challenging behaviors. Conscious Discipline is a comprehensive emotional intelligence and classroom management system that integrates all domains of learning (social, emotional, physical, cultural and cognitive) into one seamless approach. It is based on current brain research, child development information, and developmentally appropriate practices. Conscious Discipline is a way of organizing schools and classrooms around the concept of a School Family. Each member of the family—both adult and child—learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs and getting along with others.

Our program is fortunate to have the expertise of Internal Behavior Support Team and External Early Childhood Mental Health Consultants (ECMH) in assuring classrooms are nurturing and responsive to the social-emotional needs of all children. These specialists conduct classroom observations, assessments, and provide ongoing support to staff. When children demonstrate difficulties in the classroom, the Behavior Support Team work with staff and parents to outline options for interventions and strategies to promote social emotional development and eliminate barriers that may interfere with learning. When needed, staff and parent conferences will be held

to talk about ways to change behaviors. It is important that staff and parents use a consistent approach to supporting the development of social emotional skills both at the center and at home.

If behavior that creates an unsafe environment in the classroom for child, peers and/or staff is immediately evident or continues after the completion of individual observation, case conference and consistent implementation of strategies, an Individual Behavior Plan will be created.

- If the behavior itself is not immediately harmful, but when done in excess or frequently, requiring continual one on one care, or it puts other children in harm's way due to their lack of supervision due to requiring one on one attention for an extended period of time.
- If an episode of behavior extends longer than a period of 30 minutes, cannot be redirected AND requires additional staff to support the room.

The definition of "unsafe" means that the harm would be significant versus that of typical childhood hitting, pushing, and defiance that would be developmentally appropriate.

The Individual Behavior plan will be completed by either the Internal Behavior Support Coaches/Specialists or External Early Childhood Mental Health Consultants. The process to create an Individualized Behavior Plan requires parent involvement in meetings to assist in the development of a plan to address the challenging behaviors. In certain situations, a child's schedule or routine may be modified as a way to help the child to be successful in the classroom.

The Individual Behavior Plan provides necessary support to child and staff. If a parent chooses to decline this support, we will help with the transition to another program within one week.

All children will be supervised at all times. The requirements of ODJFS Rule 22 of the Administrative Code apply to all employees.

Consents, Authorizations & Releases

Child Focus, Early Learning Programs values partnering with parents to provide educational services to your child. Our quality programming works to assure children reach their full potential and are ready for success. We value the critical role parents' play in the lives of their children. We look forward to a promising partnership with you.

Through participation in our program, your child will receive educational screenings and assessments, along with a classroom observation completed by the Behavior Support Team and an Early Childhood mental health consultant. The results of these screenings, assessments and observations will be used to design the best approach in maximizing your child's learning experience. Educational staff will discuss assessment results with you. You will be provided strategies to continue learning opportunities at home. Periodic updates will let you know how your child is doing throughout the program year.

Optimal health is vital to a child's ability to reach their full potential. As such, we are required to assure children are up-to-date on a schedule of age-appropriate well child care including dental care. Documentation from your child's physician and dentist allows us to track your child's health status. When health screenings are not completed by your child's physician, our program will complete screenings needed to bring your child up-to-date. These screenings may include vision, hearing, blood pressure, hemoglobin and lead screenings (requires simple finger stick procedure). You will receive written results of all screenings. Health staff will contact you to discuss any abnormal results.

Child Focus works with local public schools and others to help ensure your child's successful transition to Kindergarten or another placement. Child Focus will exchange information with (release to and receive from) public schools, other placement or consulting physicians, when indicated. Such information may include but is not limited to health records, registration information, educational assessments, standardized test scores, testing/screening results, Individualized Education Plan (IEP), and/or Individualized Family Service Plan (IFSP). This permission remains valid until children complete Grade 3. If you choose to revoke permission in the future, contact Child Focus, your child's school and any other professional or agency to which permission is no longer granted. In addition, child level data is reported to Ohio Department of Education for children that are state funded.

Screening, Assessment and Data Reporting

Individual children are evaluated through the TS Gold Assessment system. Three times each year (Fall, Winter and Spring) the teacher uses the collected evidence to complete checkpoints in the Teaching Strategies Gold online system. The TS Gold system provides a selection of reports for the program and individual teachers to help inform adjustments to the curriculum and individualization for children as well as information for teachers to share with parents regarding strengths, areas for improvement and progress throughout the year.

Assessments and screenings conducted may include: the Bracken School Readiness Composite, the Heggerty Phonemic Awareness Screening, the Ages and Stages Questionnaire 3 (ASQ-3), the Ages and Stages Questionnaire-Social Emotional 2 (ASQ-SE2) and the Devereux Early Childhood Assessment (DECA).

These assessments and screenings are required for participation in the program; therefore, lack of parental consent may impact enrollment or result in a change in program option.

Child Focus reports child level data to ODJFS pursuant to Chapter 5101:2-17 of the Administrative Code.

SECTION (6) CENTER & CLASSROOM OPERATIONS

Meal Times

Family style meal service is used in all Early Learning programs. All menu items are offered to the children and they are encouraged to try all meal components. One goal of the food program is to introduce the children to a wide variety of healthy foods.

Teachers will sit with the children during meal times, model appropriate eating behavior, and initiate conversations, similar to a home setting. Meal times are a teaching opportunity; therefore, nutrition education is incorporated into the routine of meals.

The menus for the program are designed by a Registered Dietitian. She ensures that the meals are nutritious, attractive and tasty at the same time providing 1/3 of the Recommended Daily Allowance for nutrients for preschoolers. Copies of menus are available to parents on request. Menus are posted at each center. The menus follow the guidelines for CACFP (Child and Adult Food Program) and are generally as follows:

Breakfast (3 menu items)

1. 6 oz. 1% Milk
2. ½ cup fruit

Lunch (5 menu items)

1. 6 oz. 1% Milk
2. 1.5 oz. meat, cheese or eggs

Snack (2 menu items)

1. ½ cup fruit or fruit juice
2. Pretzels, Chex Mix,

- | | | |
|---|---|--------------------------|
| 3. 1/3 cup cereal, 1 pancake,
1 biscuit, or 1 waffle | 3. 1/4 cup rice or pasta, or
4. 1/4 cup fruit
5. 1/4 cup vegetables | crackers, Cheez-it, etc. |
|---|---|--------------------------|

Necessary adaptations will be made for any children with special needs. If a child arrives late to an AM session, they will be offered a nutritious breakfast.

Special Diets

All meals served in our program meet USDA guidelines for children. If your child cannot eat certain foods, menu adjustments may be made. Parents may request a certain food item is restricted for cultural or religious reasons. If a diet must restrict an entire food group, we must have a doctor's note to restrict the food group. Center will provide food supplements, as needed, for children on special diets.

Treat Policy

Our food service program meets all children's nutritional needs including those with food allergies. To reduce the risk of accidental exposure, **parents are not permitted to send/bring any food items to centers.**

We understand that children love to celebrate their birthday and other special events. Parents may celebrate the occasion is by sending in a gift for the classroom. Appropriate items include a new book or art materials. Please be sure all donated items are non-toxic, age-appropriate and do not have small parts that could cause choking. Your teacher will have suggestions of other celebration ideas for you.

Parent Roster

Rosters of other parent/guardians' names and phone numbers by center or home base are available upon request. Only those parents who agree to allow their name and phone number to be included on the roster by checking the appropriate box on the ODJFS Child Enrollment Form are included.

What to Send to School with Your Child

Appropriate Clothing

In our Head Start program, children are involved in active play every day – both inside and outside. It is important that children come to school dressed appropriately. This includes:

- Comfortable clothing, which is easy to put on and take off (for easier toileting)
- Safe, comfortable shoes for gym or outdoor play, preferably sneakers. Open-toed or backless shoes are not recommended.
- Please send your child to school with clothing appropriate for the weather/season:
 - Coat, mittens, hat in winter
 - Boots for rain or snow
 - Note: Sunscreen to be applied prior to child coming to the center.
- Children must have **at least one complete change of clothing (labeled with child's name or initials)** at all times in case of messy play or a bathroom accident. This includes:
 - Shirt & Pants
 - Underwear & Socks

Backpacks

Backpacks are not permitted at most sites. Unfortunately, we may not have the space to accommodate storing a backpack for each child. Children's artwork and classroom notes will be sent home once a week in the take-home folder.

Blankets

In classrooms where naptime occurs, Child Focus will provide blankets and launder them weekly or as needed. Blankets and other personal items from home are not permitted.

Toileting & Diapering Policy

Parents will be asked to provide information about the child's toileting practices to assist us in making program placement decisions. Staff will work with parent(s)/guardian(s) to meet goals of toilet training. Parents will receive a packet of helpful tips. Staff and parents will work to ensure that children will reach milestones in toilet training (1. muscle control, 2. emotional readiness and willingness to cooperate, and 3. ability to communicate toileting needs).

- The program policy is to check diapers/pull-up every 2 hours. Parents may request more frequent changes at the time of enrollment.
- Children birth to 3 will begin toilet training no later than 2 years 6 months. Parents will receive a packet of helpful hints.
- Children ages 3-5 should be toilet trained when attending preschool.

Head Start and Early Head Start program funding provides wipes and pull-ups/diapers for non-toilet trained children during program hours.

Full Fee Childcare Parents must provide diapers, wipes, and/or pull-ups for potty training.

Outdoor Play Policy

ODJFS rules and Head Start policies require daily outdoor play in suitable weather for every child attending. Outdoor play **will** occur unless the temperature falls below 25°F (including wind chill) or above 90°F, when poor air quality conditions exist (including ozone levels), or if there is a heat/cold advisory in effect. Outdoor play areas are arranged to prevent children from leaving the area. Fences or natural barriers are used to ensure that children are not exposed to vehicular traffic and animals.

Field Trips/Classroom Educational Visits

Child Focus may not be able to provide off-site field trips due to the limited availability of bus drivers. In lieu of off-site trips, the classrooms may arrange for visitors to come to the classroom to present educational programs. The library, fire station, post office, Museum, Aquarium and Zoo are just some of the programs available to come to the school.

If the opportunity for an off-site special event should occur, we will follow the Field Trip guidelines below:

- Length of travel distance, time, cost, educational value, developmental appropriateness and availability of transportation will be considered in the approval/disapproval of all field trips.
- All funding for field trips is provided by the agency and covers the cost of the enrolled child and one (1) parent/guardian. However, based on the location and cost of field trip and type of experience, it may be necessary to limit the number of chaperones that can attend.
- Each child must have field trip permission slips signed by parent/guardian.
- Siblings may attend field trips; however, we cannot provide transportation or cover the cost of siblings. Teaching staff are not responsible for siblings attending field trip and must be supervised at all times by parent/guardian.

- Food, such as sack lunches, will be provided for enrolled child and chaperones attending. Additional siblings attending may need to bring their own food.
- **Chaperones** and parents attending field trips are required to eat and drink the same meals that are provided to the enrolled children. Head Start Performance Standards have very specific rules regarding the meals we provide our children. **Adults** attending are not permitted to provide or have goodies such as soda, ice cream or candy for themselves or the children while on field trips.
- Smoking and/or vaping is not permitted on field trips.
- Safety is the first priority for all field trips. At the discretion of center staff, it may be necessary for a parent to attend a field trip along with their child in order for their child to attend the field trip. If the parent cannot attend, then it will be their responsibility to secure another person to attend with their child, and this person will be added as to the Center Pick-up Authorization form so that they can sign out the child if they need to leave early from the field trip.

Transportation for Children Enrolled in Center Based Programs:

- Enrolled children will ride the bus, even if the parent or other adult is planning to attend the field trip.
- If parents wish to leave early or remain longer at the field trip location, the parent must notify the teacher in advance, provide their own transportation, and sign their child out with the teacher. This signature releases the teaching staff from responsibility for your child. Parents are not permitted to transport other enrolled children.

Supervision Plan:

- Each child will wear field trip I.D. or t-shirt containing the following:
 - Agency name, address, and phone number
- Staff will complete child counts:
 - When leaving center
 - On bus going to field trip site
 - When leaving bus at field trip site
 - Entering field trip site
 - Lunch/snack time
 - Restroom breaks
 - On bus leaving field trip site
 - Upon arrival back to center
- Staff will take the Center Pick-up Authorization forms, ODJFS Child Enrollment and Health Information forms JFS 01234, Medical/Physical Care Plans (including medication as noted in plan) and attendance sheet with them for the duration of the field trip.

SECTION (7) ARRIVAL AND DEPARTURE, TRANSPORTATION

Arrival & Departure

It is very important for all children to arrive on-time for program. Arriving late causes children to miss opportunities for critical learning in the classroom, a nutritious meal and time spent developing important relationships with peers and adults and creating healthy routines. In the event that a child

is consistently late in arrival and this is impacting the child's successful transition into program, the parent may be contacted.

To ensure your child's safety, we will follow recommended guidelines regarding drop off and pick up.

- Child must be signed in when dropping off and signed out when being picked up.
- Children must be picked up promptly at the program's closing time.

Parent/guardians are not permitted to leave young children unattended in a vehicle during pick-up or drop-off. Child Focus staff are federally mandated reporters. As such, if staff observe children left unattended, staff must inform the local law enforcement agency.

Children must be picked up promptly at the program's closing time.

Head Start and **Early Head Start** Parents must pick up and drop off children on time. After 3 occurrences of being picked up more than 15 minutes late, parents will be required to sign an agreement to pick child up on time. **If child continues to be picked up late, services will be withdrawn and child will be put on the reconsider waiting list.** If emergencies arise, parents must notify the center.

If there is no notification and parent is more than 1 hour late for pick up, and no one is available who is listed on the Center Pick-up Authorization or emergency contact form, the local police department and Children's Protective Services will be called.

For the safety and well-being of your children, it is essential that they are picked up on time by the appropriate people and that a responsible adult is available to receive the children from the center. We thank you for your cooperation in this matter.

Emergency Contact Information

During the Enrollment Process, parents will provide Emergency Contact information as part of the ODJFS Child Enrollment form and on the Center Pick-up Authorization form. This form is updated at least annually for all families.

- The center/program must have at least one phone number by which we can reach the parent/guardian. **Temporary exclusion will occur if the center does not have a working phone number to reach the parent/guardian.**
- We must have at least one emergency contact who is able to pick up your child within one hour. Best practice is to have three emergency contacts. These authorized persons are individuals that can pick up and transport the child home in the parent/guardian's absence.
- If contact information changes at any time, the center must be contacted immediately. *Parents/guardians must ensure that the form is kept current at all times.
- Changes or additions to the Center Pick-up Authorization form or emergency contacts listed must be made in writing including Parent/Guardian signature and date of changes.

Release of Child

Our program is deeply committed to the safety of the children we serve. The following will be strictly enforced.

- Children will only be released to parents/guardians and authorized persons designated as Emergency Contacts on the ODJFS Child Enrollment form and/or Center Pick-up Authorization form.
- The program recommends that these "Emergency Contacts" be adults of 18 years of age or older, however, if due to the family's needs a person of a younger age is needed to pick the child up from the center this request will be considered on a case by case basis following State Child Care Licensing guidelines.
- All persons picking up the child from the center must have proper identification at all times, including parents/guardians. **A picture ID must be presented for verification (preferably a driver's license).** Staff will refer to the child's ODJFS Child Enrollment Form and Center Pick-up Authorization form and requests persons to show photo identification as needed.
- **We must have parent/guardian signed and dated written permission in order to release child.**
- If a non-custodial parent has been denied access, or granted limited access to the child by a court order, we will secure documentation to this effect, maintain a copy on file, and comply with the terms of the documentation.
- If a parent or another designee fails to pick up a child at the time of the center's daily closing, Head Start staff will attempt to contact parent/guardian or authorized persons listed on the Center Pick-up Authorization Form or listed as an Emergency Contact. If no authorized person is available after 1 hour past the expected time, the local police department and Children's Protective Services will be notified.
- If the parent picking up the child, or the person authorized by the parents to do so, is physically and/or emotionally impaired to the extent that, in the judgment of the staff on site, the child would be placed at risk of harm if released to such an individual, we will not release the child. In this event, staff will attempt to contact the child's other parent/guardian or an alternative person authorized by the parents/guardian.

Transportation Services for [Head Start](#)

Due to limited transportation resources, bus service is only offered at some [Head Start](#) centers and may not be available for every child. Parents are not required to use transportation services.

There are no substitute Drivers for regular routes. If a Driver is unable to drive, transportation will be cancelled. Unfortunately, if a Driver is out for an extended period of time, transportation service will be suspended until the Driver is able to return. In some cases, it might be necessary to share a Driver between centers and alternate when transportation is offered. Parents should have alternate arrangements for transportation in the event that it is cancelled. Notice will be provided through the "One Call" system as soon as possible.

At centers where transportation is provided, our Drivers meet all CDL licensing requirements. The Ohio State Highway Patrol inspects buses two times per year. Children are transported in school buses in the appropriate child safety restraint for the child's age/weight according to Ohio State law. The center will not transport children in emergency situations. If a child requires emergency transportation, the parent/guardian or the emergency squad will provide transportation. If a parent does not sign consent for emergency transportation, the child cannot be enrolled in the program.

On the bus we are also implementing several measures to minimize the spread of germs and illness. Upon arrival to the bus, all children will have their temperature taken and will receive a "quick well check" – if your child has a fever and/or shows signs of illness they will not be allowed on the bus to attend school that day.

Each child will be required to use hand sanitizer as they board the bus.

After each route the bus will be cleaned and sanitized to minimize the spread of germs.

Safety is our primary concern when transporting children. Failure to follow safety rules will result in suspension or termination of transportation services. By using **Head Start** transportation services, parents agree to comply with the following rules:

- When getting on and off the bus, children must use the hand rail.
- Children must keep safety restraint system buckled at all times.
- There will be **no** eating, drinking or smoking while on the bus.
- Parents are not permitted to board the bus during pick-up and drop-off. The monitor will assist each child into their seat.

Place of Safety – State Law

- The Driver will designate a **Place of Safety** for each child.
- State law requires that parent and child must wait in their designated **Place of Safety** prior to the bus arrival for pick-up and after signing your child off the bus at drop-off.
- Inside a house or a car cannot be designated as a **Place of Safety**.
- Parents should allow 10 minutes before and after scheduled pick-up and drop-off times.
- Remember, we are transporting preschoolers and sometimes delays in the route may occur due to unforeseen circumstances. We appreciate your understanding.
- Drivers will come to a complete stop at each designated bus stop. If no one is at the **Place of Safety**, the Driver will continue the route. Drivers are not permitted to wait on the road if no one is at the **Place of Safety**.
- Never approach the bus until the bus has stopped and the Driver has opened the door, and given the hand signal.
- Stay out of the DANGER ZONE - 10 feet all around the bus is the danger zone. The Driver may not be able to see a person standing in the danger zone.
- As soon as children get off the bus they need to take 20 giant steps away from the bus and go to **Place of Safety** while the bus drives off.
- Drivers are allowed no more than 2 minutes for loading and unloading passengers at each bus stop. Please call your child's teacher or home visitor if you have something to discuss.
- Failure to follow the **Place of Safety** rules will result in termination of bus services

Routes

- Children will only be picked up and dropped off at assigned bus stops.
- The Driver must have all of the necessary forms and route updated before a new pick-up/drop-off bus stop will be assigned. Please allow at least 1 week for this to occur.
- **Community pick-up and drop-off points will be used at most apartment complexes and mobile home parks. It may also be necessary for a designated pick-up/drop-off point based on location of home, length of route and ability to offer transportation to as many children as possible.**
- Pick-up/drop off points are established at the discretion of the Driver and Transportation Supervisor.

- Each child must have at least one person in the immediate area on their Center Pick-up Authorization Form.
- Inform the Driver and center of any changes in name, phone number and address of parent, child and persons on the Center Pick-up Authorization Form.
- **Changes or additions to the Center Pick-up Authorization form or emergency contacts listed must be made in writing including Parent/Guardian signature and date of changes.**
- **We must have parent/guardian signed and dated written permission in order to release child.**
- Parents who have a work schedule that varies from week to week are required to furnish the bus driver and center staff with the weekly schedule on Monday, informing staff of the days where their child will be picked up and dropped off each day that week. The pick-up and drop off location must be consistent each week, on the bus route and approved by the Transportation Supervisor. Due to limited transportation services and length of routes, working schedules may not always be able to be accommodated.

There must be an authorized person at the bus stop to receive your child and they must be 16 years old or older. In some cases, a parent or guardian may provide written permission to authorized people ages 12-15 years old to receive their child. Written permission form must be signed and dated by the parent/guardian and center administrator and **kept on file.**

If no authorized person is there to receive your preschooler, Child Focus staff:

- Will not release your child.
- Will notify the front office to attempt to contact parent/guardian or authorized person's listed on Escort Form or listed as an Emergency Contact.
- Will return to the center with your child. If no authorized person is available after 1 hour past the expected drop-off time, the local police department and Children's Protective Services will be notified.

Transportation Services Withdrawn

Child Focus, reserves the right to withdraw transportation services if:

- The address where the child is to be picked up or delivered is outside the transportation route.
- Child repeatedly ignores instructions to remain seated and buckled in the seat belt or does not follow safety rules.
- Parents/escorts verbally abuse (i.e. cursing, screaming, threatening) the driver or any other staff.
- Three or more occurrences of no authorized person to receive child when dropping off.
- Failure to comply with safety regulations and Place of Safety rule by child or parent.
- Transportation services are not utilized regularly.
- Changes in number of students utilizing transportation for a particular bus route.

SECTION (8) HEALTH

Physical Exam Requirements

All enrolled children **must** meet ODJFS Licensing Rules.

Parents must:

- Obtain a physical examination by a licensed physician for your child **within 30 days of enrollment** or **provide a copy of a physical that has been completed within the past year**. Head Start requires physicals be updated every 12 months. Parents will have 30 days from the Physical expiration date to provide an update physical.
- Physicals **must** be completed using the approved ODJFS Medical Statement form or the Head Start Child Focus Medical form. The Family Advocate can provide families with the correct form.
- If the physical is not obtained within the 30 days of enrollment or date of expiration, the child may be withdrawn and placed on the reconsider list. Once the physical is obtained, the child may reapply for services.
- Parents must provide documentation of up-to-date immunizations specifying the month, day and year of each immunization. Parents may decline immunizations for cultural/personal reasons in writing. Children who are medically exempt from immunizations must provide statement from medical provider.

Health problems treated early may prevent long term problems later in life. During your child's physical exam, the physician should complete the following screenings listed here:

Vision, Hearing, Blood Pressure, Measurements-Height & Weight,

Lead & Iron Screening (We monitor the Lead & Iron Screenings, but we do not perform them.)

Our agency employs Health Advocates who can perform vision, hearing, and blood pressure screenings. Should you or our staff have a concern, with your written consent, you may request these screenings be completed. You will receive written results once the screenings are completed. These are only screenings and are not diagnostic of specific conditions. You will need to seek additional testing should your child's screening indicate the need for such.

Age appropriate screening tools are used. If you have any questions about how screenings are done, please call the Health Manager at 513-528-7224. You will receive written results of screenings conducted. If there are any concerns noted during these screenings, you will be notified. We are available to help you locate providers for further testing as needed. Remember, if you do not want health screenings completed by our staff, you **must** have these screenings done by your child's physician and provide us with those written results.

General Anesthesia

Children who have been given general anesthesia are not permitted to attend center until 24 hours after anesthesia has been administered.

Head Start and Early Head Start Dental Exam Requirements

All **Head Start** and **Early Head Start** enrolled children must meet Federal requirements of the Office of Head Start.

You must:

- Obtain a **dental examination** by a licensed dentist within **30 days** of enrollment and provide documentation.
- If your child needs any follow-up treatment, you **must** be sure your child gets the needed treatment.
- Your Family Advocate, Health Advocate or Home Visitor can help you find a doctor or dentist in your area, access health coverage, make appointments, and provide transportation as needed.

Health Conditions and Medication Procedures

Our centers follow state and federal regulations in meeting the health needs of children in our program. We must follow these regulations. There can be **NO** exceptions.

If your child has a health condition or disability, we will make every effort to meet your child's needs. Child Focus ensures compliance with the Americans with Disabilities Act (ADA), including administering medication to children with disabilities, and administering care procedures to children with disabilities. Parents must note any health condition, dietary restriction, need for medication or disability in the enrollment packet. The Health Team will review the information you provide and contact you. If the condition requires medical procedures or special care when your child is attending our program, the Health Team will arrange a meeting to complete the care plan. Your child will not be permitted to attend center or socializations until this has been completed. This will allow us to be sure we are prepared to meet the needs of your child.

If your child has a condition that requires *rescue medication*, the Health Team will include procedures for medication administration in the care plan based on the required documentation from your child's medical care provider. ***NO medication is permitted to be at the center without the appropriate plan and documentation.*** There are **NO** exceptions to this rule. Parents are **NOT** permitted to give medication to staff, give it to the bus driver or send it to the center with the child.

If changes in your child's health occur during the school year, you must call the Health Team to discuss the health issue. This will allow us to address the change in your child's health status and complete or update care plans and must be completed prior to your child returning to the program.

When medication is left at the center at the time the child leaves the program, staff will make every effort to contact you. Staff will keep the medication for a period of **one (1) week**. If you do not pick up the medication, staff will contact the Health Team. The Health Team will make one (1) final attempt to contact you. If the Health Team is unable to reach you, the **medication will be discarded**.

Special Needs/ Disability Services

If your child has a suspected disability, we will meet with you to discuss referral and resource options. With your consent, your child will be referred to a local agency or your school district for further testing.

If your child qualifies for services, we will work together with you and the referral agency. A plan will be developed to meet your child's educational and developmental needs, set goals for your child, and monitor progress.

Classroom observations are conducted at least two times per year. These observations look at the environment of the center, social interactions between children and their peers, and offer support in making any needed changes. If concerns regarding your child's behavior are noted, you will be informed. We will assist parents and staff with strategies to address challenging behaviors.

Ill Child

We are very concerned about the health of children in our care. We follow Ohio Department of Health guidelines in determining if children must be sent home. A daily health check is done upon arrival or at the bus each morning. Children with any of the symptoms below will be made comfortable on a cot in an area away from other children and monitored closely by staff. The parent/guardian will be contacted to pick up the child. If we cannot reach the parent/guardian, the designated emergency contact will be notified to pick up the child.

Symptoms include:

- Temperature of at least 100 degrees °F **when in combination with any other sign or symptom of illness.** Temperature shall be taken by an axillary thermometer; taken in the armpit. If temperature is taken by another method, a child cannot attend if the temperature is at least 101 degrees °F. The thermometer shall be sanitized after use.
- Diarrhea (three or more abnormally loose stools within a twenty-four (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 eye lid, thick and purulent (puss) 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

Your child may return to the center when:

- Cleared by the doctor to return and/or
- Free of fever, vomiting, and/or diarrhea for at least **24 hours**
- Effective medical treatment of the illness has been obtained
- As directed by the Ohio Department of Health Communicable Disease chart and instructions.

Parents will receive written notification when a communicable illness has occurred in their child's classroom.

Lice Policy and Procedures

- Head checks will be conducted in a private, brightly-lit area for all center-based programs monthly and if child observed excessively scratching his/her head.
- Head checks will be done in a private location by staff.
- If evidence of lice/nits noted on a child, the parent will be called to pick the child up at his/her earliest convenience. Since lice is not a medical emergency, parent will not be required to leave work or school to pick up the child.
- The child will not be isolated from other children while waiting for the parent to arrive.
- Steps to prevent the spread of lice to other children will be taken i.e. no head-to-head contact, dramatic play clothes removed from area, no sharing of hats/combs/brushes, etc.
- Upon parent's arrival, staff will take the child and parent to a private location and staff will show parents where lice/nits were seen.
- Parents will be informed the child may not return to the center until properly treated.
- Parents will be offered a home visit by the Health staff to offer support in effectively ridding the lice infestation.
- Once treated, the parent may bring the child to the center and must remain with the child while the head check is conducted. If parent does not have transportation, a center staff person may go to the home to conduct the head check.
- If evidence of lice/nits continues to be present, the child must again be sent home.
- If evidence of lice/nits is no longer present, the child may remain at the center. The child will not be rechecked unless child demonstrates signs of continued infestation (excessive scratching).

- When repeat lice infestations occur, a lice kit will be provided in addition to another home visit to offer continued support in getting rid of the infestation.
- If the child is lice/nit free for two (2) consecutive weeks, the infestation will be considered cleared up. Any recurrence within this 2-week period will be considered the same infestation

Serious Incident, Illness or Injury

In the event of a serious incident, illness or injury, the following procedures will be followed:

- Staff will stay with the injured/ill child at all times and summon additional help if needed to supervise the rest of the children.
- Staff will quickly complete an assessment: Appearance, Breathing, Circulation.
- Staff will summon a staff member trained in First Aid/Communicable Disease/CPR if they are not trained.
- Staff will determine whether EMS needs to be contacted. The Health Manager/Health Team will be contacted for guidance when needed.
- Check child's health information to determine if a Medical/Physical Health Care Plan has been completed for the child.
- Contact parent/guardian.
- Provide basic first aid until EMS or parent arrives. Staff will accompany child to the hospital with all available health records if the parent is not available.
- Complete an incident report for parents.

If child is ill, staff will isolate child away from other children, reference the ODH Communicable Disease Chart and follow instructions. Staff will determine whether illness needs to be reported to ODH. If blood or bodily fluids are involved, staff will wear vinyl or non-latex gloves and follow standard precautions for cleanup. Children must be supervised at all times. Children in the group must be kept within sight and hearing until additional staff are available to take control of children. Staff shall stay with children until the parent arrives.

Incident Report Procedures

- Incident Reports will be completed to document any injury to a child as soon after the incident as is feasible.
- Incident Reports contain child's name, center location, name of parent, brief, accurate description of incident with good detail, and names of witnesses if any and center staff completing the report.
- An incident report will be completed by the staff member in charge of the child when any of the following occurs:
 - An illness, accident, or injury which requires first aid treatment.
 - A bump or blow to the head.
 - Emergency transporting.
 - An unusual or unexpected event which jeopardizes the safety of children or staff.
- Incident Report will be signed by the parent/guardian and a copy sent home the day the incident occurs.
- Center staff will inform a Program Coordinator and Assistant Director immediately of any incidents/injuries/situations occur:
- The Health Manager reviews all incident reports for any follow-up indicated with staff or parents.
- Copies of all Incident Reports are kept on file for one year and archived for reference as needed.

SECTION (9) SAFETY

Our agency takes the responsibility of caring for your children very seriously. Children are never left alone or unattended. Staff is trained in safety policies and procedures. Emergency response phone numbers are posted in all locations. Parent/guardian emergency contact information for every child is kept on file. **You must notify staff if your contact information changes.** This will assure we can reach you in the event of an emergency. In the case of serious injury that requires medical treatment, staff will call 911 and notify Parent/guardians immediately. **Please provide current contact information so you can always be reached in an emergency.**

Centers are designed to meet all health, safety and developmental needs of children. Only age-appropriate non-toxic materials are used in our centers. All centers meet licensing regulations regarding safety procedures. Adequate temperatures in centers are maintained. We will not hold center session if the temperature in the center falls below 65 degrees. If the temperature goes above 85 degrees, ventilation to provide air movement is used. Center staff inspect the centers and playgrounds daily. Any safety hazards, damaged materials, or other potential hazards are removed, repaired, or replaced.

Centers are inspected by licensing and fire personnel regularly to make sure we are meeting safety guidelines. Emergency fire, tornado, and evacuation plans are posted in each center. Tornado and fire drills are conducted regularly so children are familiar with procedures for evacuation. All center areas including bathrooms, closets, under desks, etc. are checked before leaving the building to make sure all children are out of the building. A head count is checked against the attendance sheet to make sure all children are accounted for.

All swimming sites will meet state and local guidelines. Ratios of children per staff member and lifeguards per child when indicated will be maintained at all times. Activities in bodies of water two or more feet in depth shall be supervised by lifeguards or certified water safety instructors.

Adults actively supervise children and are able to clearly see all parts of the swimming area including the bottom of pools. Wading pools shall be emptied, filtered, and/or sanitized at least daily and/or as needed. Staff members will review water safety rules with children each time they participate in water activities.

Child Focus requires written permission from the parent or guardian before the child:

- Swims in or is near water two or more feet in depth
- Written permission shall be signed and dated by the parent or guardian, and be on file for review.

Parents will sign "Walking Permits" upon enrollment for their child to participate in short walks within the surrounding area of the center. Signed "Walking Permits" will be filed in his/her center file. Teachers may plan short walks for days the playground is too wet for safe play.

For the safety of all children, please do not send your child to school with or allow your child to bring small objects like beaded jewelry, chap sticks, make-up, etc.

General Emergency and Safety Procedures

The safety of your child is a top priority for our agency. We have outlined procedures for emergencies that are posted near the phone in every center to follow in the event that an emergency

would occur while in our care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. Staff will take attendance roster, first aid kit and emergency contact information for children. All children will be accounted for with a name to face check off.

In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and weather emergency drills in the months of March-September. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the center, the emergency destination for each center is listed on the next page. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted immediately. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

In the event a "Shelter in Place" order from authorities should occur, procedures are in place to assure the safety of children and staff. Supplies that may be needed are available in all centers. Your child will be cared for by their routine caregivers whenever possible to promote continuity of care. Once the "Shelter in Place" order is lifted by authorities, you may pick up your child. **No child will be released to any parent/guardian until this order is lifted.**

In the event of orders to evacuate a center, we will contact local authorities for evacuation instructions. Once at the evacuation site, parents/guardians will be contacted to pick up their child/children or that child will be transported home on the Head Start bus at centers with transportation.

Emergency Evacuation Sites

CFLC 1: Classrooms #1, #2, #3, #4, #5 & #6

Far corner of front playground of CFLC #1

CFLC 2: Classroom #7, #8, #9 & #10

Playground behind CFLC #2

CNE Centers #1 & #2

Playground behind building

Eastgate Centers #1, #2, & #3:

Playground behind building

Felicity Center

Public library across the street from center

Grant Center

Veterinary Science Building

Milford Centers #1 & #2:

Playground to the left of building

Thomaston Woods

Across in the senior apartment parking area

Williamsburg Centers #1 & #2

Playground behind building

Williamsburg EHS

Playground behind building

SECTION (10) OPPORTUNITIES FOR FAMILY ENGAGEMENT

Family Engagement in [Head Start](#) and [Early Head Start](#)

Child Focus [Head Start](#) and [Early Head Start](#) strives to bring a relentless focus on positive child and family outcomes to close the achievement gap, prepare your child for kindergarten and build a better future for children, families and communities. As parents/guardians you will want your child to build upon the good start you have given them in your home. Parent involvement is the basis for your child's success.

Child Focus strongly encourages parent involvement in their child's education by asking all parents to partner with us through a **Family Engagement Contract** which includes:

- Bringing child to class on time and every day because attendance is key to success.
- Reading to child every night to encourage a love of learning and build their vocabulary.
- Participate in orientation, parent meetings, home visits, parent/teacher conferences, and other family events.
- Keeping all medical and dental appointments.

We are excited about the opportunity to partner with you. Here's what Child Focus will do as part of the contract:

- Provide an excellent education program for all students in the centers, on home visits and during family events.
- Work with you to set goals that will support your child's education.
- Help identify your strengths and skills and work with you to reach your own goals.
- Deliver or coordinate comprehensive services for your child and family, including education, family services, health, nutrition, mental health, and special needs; if applicable.
- Offer many ways for you to engage as a family in our program.

[Head Start](#) and [Early Head Start](#) Volunteer Opportunities

Parent Planning

Participate in the leadership of your child's center by attending Center Family Events where an opportunity to plan future parent events and to discuss issues/center happenings will be offered.

Health Advisory Committee

Serve on a committee that focuses on health issues affecting the program, children's health outcomes and ongoing efforts to support optimal health for children.

Policy Council

Represent your child's [Head Start](#) or [Early Head Start](#) program option as an elected representative by attending monthly meetings and voting on many of the important decisions affecting the entire Child Focus [Head Start](#) or [Early Head Start](#) program.

Some functions of Policy Council include:

- Serve as the link between center/home base to Policy Council bringing updated information to the parent meetings so other parents will be informed of current changes, grants, and strategic plans for the future.
- Serve as a link between public and private organizations, neighborhood councils, the Board of Directors and the community it serves.
- Have the opportunity to initiate suggestions and ideas for program improvement and to receive a report on action taken by the administering agency with regard to its recommendations.

- Plan, coordinate and organize agency-wide activities for parents with the assistance of staff.
- Recruit volunteer services from parents, community residents and organizations, and mobilize community resources to meet identified needs.

Agendas and minutes of Policy Council are available at each center or through your Home Visitor. If you are interested in more information about Policy Council, please contact the Family Engagement Manager at 513-528-7224.

Special Classroom Activities

Share your interest with children by leading an age appropriate activity, sharing your musical talent or leading an art activity.

Regular Classroom Volunteering

We invite you to talk to your child's Teacher or Family Advocate about becoming a regular volunteer in your child's classroom. You will be able to work with children on art activities, read to individual children or small groups, help during meals or transitions, etc.

All parent volunteers must complete a Parent Volunteer Orientation and comply with the Ohio Department of Job and Family Service requirements, prior to volunteering. The volunteer orientation will be offered 3 times per year and will include a review of the classroom rules and other policies concerning volunteering. Your Teacher or Family Advocate can assist in scheduling the orientation. Dates will be provided in August for each program year.

- All volunteers must be 15 years of age or older and must comply with ODJFS requirements.
- Siblings are not permitted to attend during regular classroom times while parent/guardian is volunteering.

REQUIREMENTS:

- ODJFS Background check for child care
- BCII and FBI background check
- Profile in the Ohio Professional Registry (OPR)
- Medical Statement, including drug screen

*These requirements are not necessary to attend meetings, family connection events or other special activities for your child's classroom.

Please note that volunteers must follow the Child Focus Dress Code Policy while volunteering and must refrain from cell phone usage in the classroom. In some circumstances, Child Focus may be required to follow individual school building's requirement for parent volunteers.

Family Connection Events

Head Start and **Early Head Start** centers will hold Family Events. As a regular part of these meetings, staff share center information, Policy Council reports, current events, community resources and parent/child activities. Parents will be given the opportunity to provide their input in planning future events and discussing issues and center happenings.

Staff may need to review parent planning ideas with the Program Coordinator and/or Family Engagement Manager for final approval.

- There will be no individual Parent Fund Raisers.

Head Start and Early Head Start Teacher Conferences and Home Visits

All centers will offer two conferences at the school and two home visits during the program year to meet with your child's Teacher or Asst. Teacher. During Parent/Teacher conferences and home visits, Teachers will share information about the center, educational screenings, child's progress, individual goals developed and home activities discussed. Parents can request an additional meeting with the Teacher if needed.

Childcare Teacher Conferences

Families of children enrolled in **childcare** programs will be offered at least one conference per year. These conferences will be completed by your child's Teacher or Assistant Teacher.

Childcare families will not receive a home visit.

Family Engagement Home Visits with Head Start and Early Head Start Families

Family Advocates and Home Visitors will schedule a home visit at the beginning of the program year to review/complete the Family Success Roadmap. Staff will also develop a Family Partnership Agreement in which families may choose goals they would like to accomplish, and goals to prepare their child for success in kindergarten.

Family Advocates and Head Start Home Visitors are also available to assist families with:

- crisis intervention
- support and referral to appropriate community resources
- a linkage with state and federal benefits
- medical and dental resources
- housing resources
- parent education.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). 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 to meet with parents 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, 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 file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

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>.

Center _____

Faxed to WIC



Child Focus Learning Center
4629 Aicholtz Road ● Cincinnati, Ohio 45244
(513) 528-7224 ● Fax (513) 688-8141

WIC RELEASE/ PRE-ENROLLMENT FORM

My child/I receive WIC Services Yes No

My child/I want to receive WIC Services Yes No

Child or Participants Name Age DOB
#1 _____

Parent/Guardian Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____

WIC has my permission to release the requested information to Child Focus Early Learning Programs.

Child/children
Hgb./Hct. Date: _____ Hgb./Hct. Results: _____

Signature: _____ Date: _____

WIC provides nutrition education, breastfeeding support, and supplemental foods, which include milk, cereal, eggs, fruits and vegetables, whole grains, peanut butter, beans, juice and infant formula.

WIC services are available to pregnant women, breastfeeding, and postpartum women, infants and children birth to 5 years of age.

OHIO WIC PROGRAM INCOME GUIDELINES EFFECTIVE July 1, 2024

<u>Household Size</u>	<u>Monthly</u>
1	\$2,322.00
2	\$3,152.00
3	\$3,981.00
4	\$4,810.00
5	\$5,640.00

This institution is an equal opportunity program.

7/2024

HE #76