



Cypress Christian Schools

Daycare Parent Handbook

Cypress Christian Daycare
377 Alton Darby Creek Road
Galloway, Ohio 43119
614-878-8498

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General Information

Contact Information

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(614) 878-8498

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Philosophy

Cypress Christian Preschool and Daycare is a Christian organization sponsored by Cypress Wesleyan Church. Overall daily operation is provided by the Preschool Program Directors and Daycare Program Directors.

Our educational philosophy is based on the belief that early Christian education provides an essential part of the development and growth of an individual. Therefore, it is our desire to guide and nurture each child by providing learning experiences in the areas of spiritual, social, emotional, physical, cognitive, and language development. It is our goal that as an atmosphere of Christian love surrounds the children; they will develop attitudes that will enable them to reach their full God-given potential in each area of development.

Statement Of Faith

The congregation of Cypress Wesleyan Church is comprised of people from many church/religious backgrounds. We are confident in the Bible as our written source for spiritual truth. We believe that personal faith in Christ is our primary hope of final salvation. We look to Christ as our example for life. We need each other for effective spiritual growth and maturity in our Christian walk of life. Below is a basic creed.

We Believe:

- That the Bible is unparalleled in its divine inspiration and in its complete accuracy and authority as God's revealed source of faith and truth to us.
- In one God, beside whom there is no other and whose nature and activity is supremely revealed to us through His expression of Father, Son (Jesus Christ), and Holy Spirit.
- That human nature involves the image of God, in part, but also displays the universal tendency toward the practice of sin, which is basically rebellion (active or passive) against God.

- That Man's ultimate and most urgent needs are an awareness of his condition before God and a new life with Him, through Christ.
- That Jesus Christ is God's unique revelation of Himself to us in human form, and His chosen pathway for our salvation, by virtue of His birth, life, death, resurrection and present intercession for us.
- That the way to salvation is through confession, forgiveness of sins, and personal acceptance by faith of Jesus Christ as personal Savior and Lord.
- That our lives should seek to "...reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:13, NIV)

Hours of Operation

The daycare is open year-round, 6:30 a.m. - 6:00 p.m., Monday – Friday, except for the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, two days for Thanksgiving and two days for Christmas, as well as 2 professional development days.

Scheduled Closings

Please see the calendar located on Brightwheel under Documents or at www.cypressschools.tv and follow the Daycare tab and select Calendar and Forms from the drop-down menu.

Inclement Weather Closings

In the case of inclement weather, Cypress Christian Daycare will follow the decision made by the leadership team. Once the decision is made, we will send a message through Brightwheel. You can also check your local news station by looking for "Cypress Christian Daycare".

Unexpected Closings

In the case of unexpected closing (threat of violence, loss of utilities, etc.), the school administrator will make the determination whether the center needs to be closed or not. Once the decision is made, we will send a message through Brightwheel.

Daily Schedule (Example)

Here is an example of what the daily schedule looks like for each age group. Please note that this is an example of the daily routine. The teachers will adapt their schedules to best meet the needs and interests of their classrooms.

Infant's daily schedule will consist of activities developmentally appropriate to their age, including, but not limited to:

sensory perceptual motor skills	gross motor skills	feedings whenever needed
language arts/ music	fine motor skills	diaper changes at least every 2 hours
manipulatives	dramatic play	

An example of an average day at daycare for an 18 – 36 months may be:

6:30 – 8:00	arrival and free-play
8:00 – 9:30	music and movement / stories and songs / breakfast
9:30 – 9:45	large muscle play (indoor or outdoor)
9:45 – 11:15	circle time / art / learning centers
11:15 – 11:45	lunch
11:45 – 1:00	quiet play / story time
1:00 – 3:00	nap
3:00 – 4:00	snack / learning centers
4:00 - 6:00	large muscle (indoor or outdoor) / departure

An example of an average day at daycare for a 3 - 5-year-old may be:

6:30 - 7:00	arrival and free-play in designated room
7:00 - 8:00	arrive in classroom and tabletop toy play - fine motor skills
8:00 - 9:00	restroom break / wash / breakfast
9:00 - 9:30	circle time
9:30 - 11:00	art / science / learning centers
11:00 - 12:00	lunch / small group activities
12:00 – 1:00	large muscle time (indoor or outdoor)
1:00 – 3:00	quiet activities / nap
3:00 – 3:30	snack
3:30 – 5:00	art / learning centers
5:00 – 6:00	large muscle (indoor or outdoor) / departure

Staff-to-Child Ratios

The center will not exceed the following staff/child ratios and small group sizes for each age group:

<u>Age</u>	<u>Staff/Child Ratio</u>	<u>Small Group</u>
6 weeks-12 months	1:5	2:12
12 months -18 months	1:6	2:12
18 months- 2 ½ years	1:7	2:14
2 ½ years-3 years	1:8	2:16
3 years-4 years	1:12	2:24
4 years – 5 years	1:14	2:28

Parent Involvement

We have an open-door policy at Cypress Christian Daycare. Parents have unlimited access to all areas of the building used for childcare during the hours of operation. Visiting parents may observe and/or visit their children at any time during their child's scheduled class time. A daily schedule will be posted in your child's classroom, and you may also ask for a copy at the office. Please give consideration to the group's schedule and the needs of the classroom. The director, in cooperation with the classroom teacher, will handle repeated or disruptive visitations on an individual basis. For security purposes, ALL PARENTS AND VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL.

Parent-Provider Meetings

Communication is an important part of the school/parent relationship! Cypress Christian Daycare will communicate about your child's day through Brightwheel with activities, meals, photos, and notes as applicable. If parents have concerns or questions at any time, it is recommended that they speak to the child's teacher first, and then to the center administrator. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with teachers when it necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into big ones.

Transitions

Transitioning into your program:

- Parents call to inquire about our facility and wait list status or check out website. If accepting applications, we will set up a tour and direct them to the link to complete the application and profile on Brightwheel.
- When time to actually enroll the child a time can be set up for family to meet with the teacher and classmates.
- Parent brings child on first day of enrollment, some parents choose to stay a while in the classroom and others drop off and leave. Parents are encouraged to call and check on their child if they would like.

Transitioning from one classroom to another classroom:

- Parents are notified of the movement and given a Transition Agreement form to sign if acceptable. In this agreement we list what room the child will be moving to and the days and times they will visit.

Transitioning into kindergarten:

- Throughout the year the teachers work on kindergarten readiness skills with their children.
- At the end of school year, we have a celebration for those friends who are leaving to go to kindergarten.

Transitioning from the program:

- Teachers will discuss during circle time that one of their friends will be leaving the classroom or center.
- Parents usually bring in a special treat to share with the class as a way of saying good-bye to their friends.

Financial Information

Tuition and Fees

Our center exists as a non-profit organization, with tuition and fees established to help with the basic cost of operation. Tuition costs remain the same regardless of daily absence, holiday, staff training, or inclement/unexpected closings. Weekly tuition is as follows:

	Weekly	3 days	2 Days
Infants (6 weeks – 18 months)	\$325.00	\$210.00	\$160.00
Toddlers (18 months-24 months)	\$300.00	\$210.00	\$160.00
Toddlers (24 months-3 years)	\$295.00	\$195.00	\$150.00
Pre-Kindergarten (3-5 years and potty trained)	\$270.00	\$195.00	\$150.00

Discounts

Discount for 2 siblings in Daycare – 5% off total tuition

Discount for 3 or more siblings in Daycare—10% off total tuition

Registration Fee

A **non-refundable** registration fee of \$50 will be charged when your application has been processed for enrollment or the waitlist.

Brightwheel Account

A Brightwheel account is required, we do not accept payments via cash or check. Payments made with a checking account will be charged a \$0.90 fee per payment. Payments made with a credit card will be charged a 2.9% fee per payment.

Tuition Payments

All tuition payments will be invoiced and paid through Brightwheel. Invoices are sent out every Sunday with payments due Monday each week.

Additional Payments

All other payments will be invoiced and paid through Brightwheel. This includes but is not limited to late pick-up fees, field trips, etc.

Vacations

- Each child attending Cypress Christian Daycare is allowed 2 weeks of vacation per year (tuition would be half rate for the vacation week).
- Vacation time is figured from January 1 to December 31.
- Vacation time cannot be accumulated from year to year.
- Vacation time must be taken a full week at a time (5 consecutive weekdays).
- Please notify the director at least one week in advance when you are planning to take your vacation, so that accurate records may be kept, and your account adjusted.

Late Tuition Fees

A late fee of \$10.00 will be assessed if payment is not received by Thursday of each week. If two weeks go by with no payment or a satisfactory arrangement with the program director has not been made, your child will be withdrawn until payments and charges are current and a space is available.

Late Pick-Up Fees

The center closes promptly at 6:00 p.m. Please notify the office if you are going to be late. Should it be necessary to pick your child up after 6:00 p.m., a late charge of \$15 per child for pickups from 6:01pm-6:05pm will be billed to your account the following week. \$3 per minute fee will continue to accumulate until you have exited the building for pickups after 6:05pm. We will do as much as possible to have your child ready for your arrival. If there are 4 or more incidents with a two-month period, a meeting will be set up with the parents and the director to discuss the continuation of enrollment at the daycare.

Leave of Absence

If your child needs to leave the center for an extended period for any reason, please see the director to see if you are eligible for tuition relief. This is determined on a case-by-case basis. We also have the option to "hold" your spot if you are going to be out for 3 weeks or longer. The "hold" fee is currently \$25.00 a week and may be used for up to 12 weeks.

Additional Charges Due to Court Appearance

If a staff member is subpoenaed to court to testify, it is expected that the party for which the subpoena was issued will pay the wages and expenses of the staff member. The school will have to provide a substitute in the staff member's absence.

Withdrawal from the Program Due to Parent Request

If a parent wishes to withdraw their child from the program, Cypress Christian Daycare requires at least a two-week signed notice.

Facility Information

Parking

- Pay careful attention and drive slowly around the turns and through the lot. Stop at the end of each row and check for oncoming traffic.
- Please no cell phone usage.
- Keep your child/children close to you at all times. Children should not be running through or playing in the parking lot.
- Please park in designated parking spots. Curb areas must be left clear for emergency vehicles.
- Reserve handicapped spots nearest the building for vehicles with a handicapped placard.
- Do not leave valuables or children in your vehicle.
- Children should be walked in by an adult.
- If you should need assistance at drop-off, please call our daycare office at (614)878-8498.

Onsite Support for Breastfeeding

The center provides a private onsite nursing or pumping located in Room 230.

Enrollment Information

Registration Process

To enroll at Cypress Christian Daycare, an interested parent/guardian should contact the center to discuss the philosophy, policies, and procedures of the program. The parent/guardian may be given a tour of the facility and will discuss the specific program their child will be enrolled in. Enrollment is on a first come-first serve basis.

Cypress Christian Daycare will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, and disability, or vaccination status.

1. Visit www.cypressschools.tv, navigate to the Daycare tab and click Enrollment. This will show are current application status. If we are accepting applications, there will be a link available.
2. This link will take you to Brightwheel, if you have a Brightwheel account you can log in now. If you do not have an account, you will create one.
3. Complete the enrollment form and submit
4. An administrator will contact you through Brightwheel within 2-3 business days to discuss availability. *Please ensure that Brightwheel notifications are TURNED ON so that you do not miss any time sensitive information.*
5. Once the application has been processed, you will be sent an invoice for the non-refundable registration fee (due now) and the state required forms. See instructions below
6. Your registration is not guaranteed until all the required enrollment documents (see below) are received AND the registration fee is paid

Brightwheel Account

We are excited to partner with Brightwheel as our primary communication tool to register, complete enrollment documents, manage financial information, send daily updates, and more! A Brightwheel account is required for at least one parent/guardian. Brightwheel is the preferred method of contact between parents and staff.

Required Enrollment Documents

All the following documents must be submitted through Brightwheel and approved by Cypress Christian Daycare administration before your spot is confirmed. All documents need to be updated annually. Failure to complete and/or update these forms could result in withdrawal of your child from Cypress Christian Daycare.

- Registration Form
- Child Enrollment and Health Information with completed Signed Emergency Transportation
- Authorization (ODJFS 01234)
- Child Medical Statement (ODJFS 01305) *- Print and have completed by a doctor
*This form is valid for 365 days from the date of exam and need to be updated during the school year. Failure to secure an updated Child Medical Form within 30 days of the expiration will result in your child being unable to attend until an updated Medical Statement is received.
- Handbook Acknowledgement
- Tuition Agreement
- Walk Agreement
- Child Medical/Physical Care Plan *
*If your child has a health medical condition or allergy that requires monitoring, medication and/or intervention please be sure to include this information on the State Child Enrollment and Health Info (ODJFS 01234).

Care of Children without Immunizations

The Ohio Department of Health recommends that children be immunized. However, we do not exclude a child who has not been immunized. If your child is not immunized for a specific disease, we ask that you keep him/her home if there is an outbreak of that disease. This is for the safety of your child and all others. A completed JFS-01305 Child Medical Statement with Section C signed and dated will need to be completed annually.

Attendance Policies

Arrival to the Daycare/Classroom

Upon arrival to the Daycare, each parent/guardian must check in their child in at the electronic kiosk located at the front desk. The child must be taken directly to his/her classroom by a parent/guardian. Please make sure the teacher responsible for your child knows that he/she has arrived. Under no circumstances is a child to be dropped off outside the building.

Departure from the Daycare/ Release of Child

A parent/guardian will check out their child out at the electronic kiosk at the front desk. Children will only be released to individuals listed on the child's authorized pick-up list found on Brightwheel or on JFS-01234 form. Staff may require photo identification at any time. If you need to add or remove an individual from your child's authorized pick-up list, please login to your Brightwheel account. If your child is to be picked up by an individual who does not routinely come, but is on your child's authorization list, please notify the daycare office. This will help to eliminate confusion at pick up. If an "unauthorized" person arrives to pick up your child, the child will not be released, and the program director will be notified immediately. The program director will then call the parent/guardian to determine if the child should be released to the person. Once a child is released from the classroom, they should remain with their parent/guardian. Please make sure the teacher responsible for your child knows that he/she is leaving.

Absence Policy

There is no attendance requirement for Daycare. However, if your child is going to be absent on a regularly scheduled day, please notify your child's teacher through Brightwheel or call the Daycare office at (614) 878-8498.

Custody Agreements

Cypress Christian Daycare will follow any court ordered custody agreements. It is the custodial's parent responsibility to notify school administration of any custody agreements and provide a certified copy of the court documents.

Arrival from Other Programs

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to arrive from. We will then consult with the parents to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

Departure/Arrival from Cypress Christian Preschool

If your child attends both Cypress Christian Daycare and Cypress Christian Preschool, preschool staff will provide transportation (walk) for children attending **afternoon** preschool only. Preschool staff will pick up your child from their daycare classroom at 12:15 and return them to their daycare classroom at 2:45. Please note that we do not provide transportation (walk) for children attending morning preschool.

Supervision of Children

General Supervision

It is the responsibility of Cypress Christian Daycare staff to ensure the health and safety of each child that is entrusted in our care. Staff will ensure the following:

- Leave no child unsupervised. Supervision includes awareness of and responsibly for the activity of each child and being near enough to respond and reach children immediately, including responding to the child's basic needs and protecting them from harm.
- Ensure all children in care are always within sight and hearing of childcare staff members. With sight and hearing means without use of mechanical devices such as baby monitors, video cameras, or walkie talkies.
- Not be under the influence of any substance that impairs the childcare staff member's ability to supervise children and/or perform duties.
- Always have immediate access to a working telephone on the premises which is available and capable of making outgoing calls and receiving incoming calls.
- Not permit children to be exposed to inappropriate language or media.
- Supervise outdoor play.

School Age Children Supervision

Not applicable. Cypress Christian Daycare only provides care for children ages 6 weeks to 5 years old not yet in kindergarten.

Child Guidance

General Guidance

Cypress Christian Daycare focuses on setting reasonable expectations for children's behavior and providing positive reinforcement and positive redirection for the children. Staff will facilitate suggestions if a conflict arises. Child guidance will be handled with kindness, consistency, and understanding in accordance with the individual needs of each age group and each child. If a child exhibits inappropriate behavior, they will be asked to find a space away from the group. The child may return to the group when they are ready. The break will be for no longer than one minute per age of the child.

Discipline

In accordance to rule 5101:2-12-22 OAC, there will be no physical discipline administered in our daycare. Physical restraint or denying of food as discipline is not allowed. Use of abusive language or attacks on the child's self-worth are not to be used to shame a child into conforming to the rules of behavior. Techniques of discipline shall not humiliate, shame, or frighten a child. Any instances of such practices are to be reported to the program director. There will be no cruel, harsh, or unusual punishment, such as, but not limited to, punching, pinching, shaking, or biting. No discipline technique shall be delegated to any other child. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents. These policies as stated above apply to all employees of the center.

Suspension and Expulsion

In a successful daycare environment, limits must be set. Once set, these limits must be clearly communicated and strictly enforced. No matter what the inappropriate behavior may be, children need to be reassured that it is the behavior that is unacceptable and not the child. Children need to learn that for every choice made, a responsibility comes with it. In the case that a staff member and child cannot come to a satisfactory solution in the classroom, the program director and parent will be made aware of the situation in order to support each other in resolving the situation. In extreme cases, involving the chance of injury or destruction of property, it may be necessary to require that the child be withdrawn from the program. Disenrollment may be also necessary if parental participation and cooperation in resolving the issue doesn't occur. This would also include a parent that speaks or acts aggressively toward a staff member.

Suspicion of Child Abuse

Cypress Christian Daycare staff under Section 2151.421 of the Ohio Revised Code are to report their suspicions of child abuse or child neglect to the local public children's services agency.

American with Disabilities Act Compliance Policies

The ADA requires that childcare providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the childcare center's programs and services.

- Centers cannot exclude children with disabilities from their programs unless their presence would pose a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program.
- Centers have to make *reasonable modifications* to their policies and practices to integrate children, parents, and guardians with disabilities into their programs unless doing so would constitute a *fundamental alteration*.
- Centers must provide appropriate auxiliary aids and services needed for *effective communication* with children or adults with disabilities, when doing so would not constitute an *undue burden*.
- Centers must generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the *readily achievable* standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be *fully accessible*
- We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities.

Outdoor Play

Cypress Christian Daycare shall provide outdoor play each day in suitable weather for daycare children who are in attendance for four or more consecutive daylight hours. Please dress your child for the weather every day. Suitable weather is defined as not raining, or with high winds, where the temperature is not below 25°F or above 90°F. The center may also limit outdoor play due to weather or safety issues. Considerations may include, but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain, or ice. If outdoor play is not possible, large muscle play will be held indoors.

Food and Dietary Policies

Daycare Meals

Breakfast and afternoon snack are included in your weekly tuition. Our breakfast meets serving requirements for 3 of the 4 basic food groups. Snack will meet a serving from 2 of the 4 basic food groups. We also provide milk during breakfast and lunch as well as juice and/or water during snack.

Parent Provided Lunches

Parent must provide a packed lunch each day for their child. ODJFS requires that their meal meets 1/3 of the recommended daily dietary allowances as specified by the USDA from the following:

- 1 serving of meat or meat alternative
- 1 serving of fruit*
- 1 serving of vegetables*
- 1 serving of bread and grains

*A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch, two different kinds of vegetables are to be served.

If your child's lunch is missing one of these requirements, the daycare will provide a substitute item. If a child does not have a lunch, the daycare will provide a meal for them.

Formula/Breast Milk

Cypress Christian Daycare does not provide formula or breast milk. Parents must bring in breast milk labeled with the infant's name, the date it was pumped, and the date the bottle was prepared. Parents that bring in formula containers will be prepared according to the manufacturer's instructions. Ready-to-feed/concentrated formula will be covered, dated, and refrigerated according to manufacturer's instructions. All prepared formula bottles must contain the infants name and date of preparation. Prepared formula and breast milk will be sent home daily if not used.

Birthday/Holiday Treats

You may bring a snack to share with the class. Please discuss plans with your child's teacher in advance. To prevent hurt feelings please do not send party invitations to school unless you are inviting the whole class. To invite only a few students, please give the invitation to the office to pass on to the parents.

Personal Items

It is requested that children do not bring toys or other items from home except on designated "show & tell" days. Each child will be provided with their own cubby and/or hook to place belongings (including backpack and coats) during their hours at the center. We are not responsible for items that are brought to the center that become lost or broken. All items should be clearly labeled with the child's name.

Clothing

On the first day of school, we ask that you bring along extra changes of clothing, (labeled with child's full name) including pants, shirt, underwear and socks. The clothes can be kept in their backpacks. You will need to check these items throughout the year to ensure that they still fit and are season appropriate. Should we need to change your child we will send home the dirty clothing and you will need to replace the extra set of clothes. We recommend weather appropriate comfortable clothes, closed shoes they can run and jump in and clothes they can get messy. Please be sure all coats, jackets and sweaters are labeled as well.

Illness Policy

Communicable Diseases

A chart of communicable disease symptoms and information is posted in the daycare office. If you child has been exposed to a communicable disease at the center, a message will be sent out on Brightwheel to the classroom(s) involved.

Where there are questions concerning illness, please use the following guidelines.

- Temperature of 100°F, taken by the auxiliary method, when in combination with any other sign of illness.
- Diarrhea- three or more abnormally loose stool within a 24-hour period
- Severe coughing, causing the child to become blue/red in the face, or making a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- Untreated infected skin patches, unusual spots, or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Evidence of lice, scabies, or other parasitic infections (A child must remain out of the center until, upon inspection from the program director or appointee, the child is found to be completely free of lice and nits. Regardless of medicated shampoo treatments, the child must be completely nit free.)
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

Isolation Precautions

A child with any of the signs or symptoms of illness listed above will immediately be isolated and discharged to his/her parent or guardian. A sick child that is isolated will always be supervised and will be made comfortable.

Notification of Ill Child

The parent/guardian of the child will be notified by telephone, and the child will be discharged (within one-half hour or less of notification), to parent/guardian or authorized person.

Return to School after Illness

The child may return to the center when symptoms, including fever, have been gone for 24 hours **without** the use of medication. **If the child is not symptom free, a doctor's note will be required stating that the child is not contagious.**

COVID-19

Cypress Christian Daycare is a state licensed program and must follow the guidelines established by the State of Ohio and the Ohio Department of Jobs and Family Services. Additionally, Cypress Christian Daycare falls under the jurisdiction of Columbus Public Health and follows their guidelines regarding COVID-19, including exposure notifications, mask policies, symptom checking, and quarantine guidelines. Please visit <http://odh.ohio.gov/> for the most current guidance regarding COVID-19.

Emergency Plans

Emergency Evacuation Plans

Fire or Tornado

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow 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. To prepare children for the unlikely need to evacuate, the center does conduct fire drills (monthly) and tornado drills (March through September). A record of the dates and times will be kept in the office.

Natural Gas Leak, Train Derailment, etc..

Emergency evacuation for bomb threat, gas leak, etc. would have the following actions taken: take attendance roster, obtain the first aid kit, gather emergency contact information for children, account for all children, and exit building to the primary evacuation spot which is the parking lot. Account for all children with a name to face check off. Follow instructions from emergency personnel as to whether stay in that spot or proceed to our secondary evacuation location which is the youth center on the church campus. Parents will be notified as soon as possible. A sign will be posted in the front of the center indicating that we have been evacuated and where they can pick up their child. We will complete an incident report and provide it to the parents.

Threat of Violence

If there is a threat of violence, we will secure children in the safest location in the building or outside. We will take attendance roster and contact 911/Police. To prepare children for the unlikely event of threat of violence, the center will hold quarterly lockdown drills. A record of the dates and times will be kept in the office.

Loss of Power, Water, or Heat

In the event of loss of power, water, or heat we will contact the utilities company to notify them of the outage and assess the expected time of outage. We will evaluate factors, including safety, temperature, daylight, refrigeration requirements, and the ability to follow sanitary hygiene practices. The administrator will make the determination whether the center can remain open or needs to close. If the decision is to close, parents will be contacted to pick up their children.

Illness or Injury

Precautions are taken to prevent accidents and to ensure the safety of the children and adults at the center. An emergency medical authorization statement must be completed by each parent/guardian upon enrollment and will be kept on file in the daycare office for ready reference when a child is in need of medical or dental treatment. The completed emergency medical/dental plan will be in the office and each assigned classroom. A report of any illness or injury will be completed and signed by the supervising staff member, program director, and the parents/guardians. The report will be uploaded to child's Brightwheel account.

Serious Illness or Injury

A person trained in First Aid will be always readily available when the school is in operation. However, should a minor accident occur, an emergency squad will take the child or adult to the hospital emergency room, if deemed necessary. If life threatening, the child will be taken to the nearest hospital until stabilized, the, if possible, moved to a facility of your choice. Parents/guardians of the child involved will be notified immediately. Subsequent medical supervision, if necessary, is the responsibility of the parent/guardian.

In the event of a serious injury or illness we will stay with the injured/ill child at all times, summoning additional help if needed to supervise the rest of the children. We will complete assessment of appearance, breathing, and circulation. We will summon a staff member trained in first aid/communicable disease and determine whether EMS needs to be contacted. We will check the child's health information for a completed Medical/Physical Health Care Plan and then contact the parents. We will provide basic first aid until EMS, or a parent arrives. An incident form will be completed for the parents.

Administration of Medication or Topical Products

Health or Medical Condition

A completed Request for Administration of Medication (JFS-01217) must be completed for all prescription and non-prescription medication unless it is included in the Child Medical/Physical Care Plan (JFS-01236).

- Cypress Christian Daycare shall ensure that the parent completes and signs box one of the JFS-01217
- Cypress Christian Daycare shall ensure that the instructions in box two of JFS-01217 are completed and signed by a licensed physician, licensed dentist, or advanced practice registered nurse, or certified physician's assistant.

- Box two of JFS-01217 does not need to be completed if the medication is stored in the original container with the prescription label that includes the child's full name, a current dispensing date within the previous twelve months, exact dosage and directions for use.

Medical Foods

A completed Child Medical/Physical Care Plan must be completed for all medical foods.

Topical Products

Written parental permission is not required for lip balm use or for using hand sanitizer with children older than twenty-four months.

For all other topical products and lotions, the center shall:

- Ensure that the product is stored in the original container with a manufacturer's label that includes directions based on the age and/or weight of the child.
- Ensure that the parent provides signed, written permission to administer that topical product or lotion
- Apply the non-prescription topical products and lotions according to the manufacturer's instructions. Documentation is not required by the staff.

Administration of Medication, Medical Foods, or Topical Products

The center shall:

- Not administer any medication, medical food, or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions. Emergency medications for the child are exempt from this requirement.
- Not administer any medication, medical food, or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice registered nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date of the form, or after the expiration date on the medication, whichever comes first.
- Follow prescribed dosages or the manufacturer's recommended dosages for administering non-prescription medication.

Strong Medication, Medical Foods, or Topical Products

Cypress Christian Daycare will safely store all medication, medical foods, or topical products upon arrival at the center. Medication must remain at the school and will be stored out of reach of children and a child may not carry his/her medication with him or leave it in their backpack.

Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the center administrator for more details. A "General Policy for Medication" handout is available to determine if a physician's signature is required.

Food Allergies

If your child has severe allergies that require monitoring and intervention in case of an allergic reaction, please be sure to list all allergies on the State Child Enrollment and Health Info (ODJFS 01234).

If your child has an allergy that requires us to administer medication, we will need you to complete a Child Medical/Physical Care Plan Form (ODJFS 01236) as well as a Request for Administration of Medication (ODJFS 01217) for each medication.

There are specific forms that need to be filled out if your child has severe allergies that require monitoring and intervention in case of an allergic reaction. We are continually aware of the children with allergies in our center. Although we will use our best efforts, we cannot guarantee that other parents or children will be as conscientious, therefore, we cannot guarantee your child will not come in contact with an item that may affect them while they are at the center.

Transportation Policies

Field Trips

The daycare may take periodic field trips. A parent or guardian will need to transport and accompany their child on the trip. **The teachers and staff cannot be responsible for the children.** We will have staff available to supervise children that are not able to attend the field trip.

Routine Walking Trips

At various times throughout the year, our children will be taking short walks in close proximity to the daycare and preschool building. Children will remain on Cypress property and will not cross any roads. Written permission should be considered valid for all routine trips until withdrawn in writing by the parent or guardian.

Emergency Transportation

Cypress Christian Daycare will not provide childcare services to children whose parents refuse to grant consent for transportation to the source of emergency treatments. A parent or guardian must sign "Give Permission to Transport" on page 4 of the Child Enrollment and Health Information form (JFS-01234).

Water Activities

During the summer months, the children may participate in water activities. These may include sprinklers, squirt bottles and water tables. The children will be supervised at all times, and state ratios will be maintained.

Infant Care and Diapering Procedures

Feeding

Cypress Christian Daycare will comply with written feeding instructions from the infant's parent, physician, physician assistant, or certified nurse practitioner for the following:

- Type of food and /or formula/breast milk
- Amount of food and/or formula/breast milk
- Feeding times or frequency of feedings

Parents will need to provide updated written feeding instructions as needed. No foods other than formula/breast milk will be given to infants under the age of four months, unless there is written documentation on file from a physician, physician assistant, or certified nurse practitioner.

If formula/breast milk is to be warmed, Cypress Christian Daycare will use a commercial bottle warmer, which is kept out of reach of children and cleaned daily. Each bottle will be shaken well and tested before feeding. Frozen breast milk may only be thawed under running cold water or in the refrigerator. All portions of unused formula, breast milk, or food in a container which has been directly fed to an infant will not be reheated or served again.

Diapering

Cypress Christian Daycare will adhere to the following guidelines for diapering:

- Ensure that each diaper is changed when wet or soiled, or every 2 hours (whichever comes first)
- Clothing will be changed immediately when it is wet or soiled. Wet/soiled clothing will be placed in a bag and placed in the office out of reach of children.
- A disposable separation material will be used between the child and the changing surface. A new disposable material will be used for each diaper change.
- No child shall be left unattended on the diaper changing surface
- When using gloves while diapering, non-latex gloves will be used.

Daily Activities

Cypress Christian Daycare is proud to partner with Brightwheel to provide information to parents in real time. Each parent will receive an electronic recording of their child's feedings, sleeping pattern, time and results of diaper changes, information of daily activities, photos, as well as notes from the teachers when applicable.

The center will also ensure that each infant will:

- Safely and comfortably sit, crawl, toddle, walk, and play according to their stage of development
- Be removed from the crib, swing, infant seat, exercise seat, or other equipment throughout the day for individual attention
- Provide non-crawling infants the opportunity for tummy time, outside of their crib
- Be held or fed sitting up for their bottles. At no time will a bottle be propped up for a feeding.

Sleeping, Napping, or Resting

Due to the hours of operation, Cypress Christian Daycare provides a quiet time for children to sleep and/or rest. The center will ensure the following:

- Nap and rest time shall be in accordance with the developmental needs of the child
- Rest or nap areas shall be lighted to allow for visual supervision of all children at all times.
- Any child who does not fall asleep during a designated nap time shall have the opportunity to engage in quiet activities.
- Evacuation routes shall not be blocked by resting or napping children. Each child shall have a free and direct means of escape, and the staff will have a clear path to each resting child.
- Cribs shall be separated from the play space by a safe and sturdy physical barrier which does not impair the ability of childcare staff to supervise infants by sight and hearing. Sight and hearing is when the child care staff can see the infants in and out of their cribs and hear their sounds.

Evening and Overnight Care

Cypress Christian Daycare does not provide any evening or overnight care.

Non-Scheduled School Closings

Please refer to the information found on page 7 of this document.

Disenrollment at Center's Request

Withdrawal From the Program Due to Non-Payment

A child may be removed from the program when the tuition account is overdue. If no payment or a satisfactory arrangement with the program director has been made, your child will be withdrawn until payments and charges are current and a space is available. Tuition will not be credited for partial months not in attendance.

Withdrawal From the Program Due to Incomplete Paperwork

A child may be removed from the program when the state required enrollment forms are incomplete or past due. Cypress Christian Daycare will send notices when enrollment documents are about to expire. However, it is ultimately the parent/guardian's responsibility to ensure all forms are current. Tuition will not be credited for partial months not in attendance.

Withdrawal From the Program Due to Suspension/Expulsion

In the case that a staff member and child cannot come to a satisfactory solution in the classroom, the program director and parent will be made aware of the situation in order to support each other in resolving the situation. In extreme cases, involving the chance of injury or destruction of property, it may be necessary to require that the child be withdrawn from the program. Disenrollment may also be necessary if parental participation and cooperation in resolving the issue doesn't occur. This would also include a parent that speaks or acts aggressively toward a staff member. Tuition will not be credited for partial months not in attendance.

Conflict Resolution

If parents have concerns or questions at any time, it is recommended that they speak to the child's teacher first, then to the center administrator. We realize you are trusting us with your precious children, and we want our relationship to be a good one. Please feel free to bring concerns up when they occur. Often, they can be addressed when they are little problems, before they grow into big ones.

Formal Screenings and Assessments

Cypress Christian Daycare does not conduct formal assessments on enrolled children, and we do not report child level data to ODJFS.

Photographs and Video Taping

Children are often photographed (or videotaped) during spontaneous occasions. There are occasions when your child's photograph (or video) may appear on publications (including social media) or materials related to the center unless we have been otherwise notified. Please notify the daycare office if it is your desire that your child not be photographed.

Staff Qualifications

Each member of our staff is qualified and competent to care for each child, according to the child's needs. By ODJFS rule 5101:2-12-28, staff members are required to complete training in early childhood education and early childhood development, as well as CPR, Child Abuse Recognition, and First Aid.

State Licensing Information

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 childcare 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)

353-5693 (TDD)

(312) 886-1807 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

Write or Call:

ODJFS

Bureau of Civil Rights

30 E. Broad St., 37th Floor

Columbus, OH 43215-3414

(614) 644-2703 (voice) (312)

1-866-277-6353 (toll free)

(614) 752-6381 (fax)

For more information about childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.