

**Kids**



**Education & Recreation**

**740-587-3076**

1062 River Road Granville, Ohio

## **Parent Handbook**

### **Parent information and reference guide:**

Welcome to Kids Education & Recreation (privately held and incorporated). Our program is fully licensed by the Ohio Department of Jobs and Family Services (ODJFS) license number 406730. Thank you for making us your partner in caring for your child.

In this reference guide you will be given the policies and procedures to help guide you with any questions you might have about Kids Education & Recreation. Please note our website will always offer the most updated form of this document.

### **Our Goal:**

To provide quality, developmentally appropriate care for your child/ren with a focus on the individual child's age and ability to stimulate academics, social, cognitive, physical, and emotional growth. We will provide a safe, nurturing, and recreational environment where your child can excel. Kids Education & Recreation is honored to have the privilege of caring for your child.

### **Hours of Operation:**

Kids Education & Recreation is a provider of private pay, full-time childcare, and pre-school programs. We are closed on Saturdays, Sundays, all mentioned annual holidays and professional development days.

Kids Education & Recreation hours of operation are Monday through Friday from 6:30 a.m. to 6:00 p.m. Parents will have access through the security door beginning at 6:30 a.m. and ending at 6:00 p.m. Please allow yourself enough time to gather your child/ren and exit the building no later than 6:00 p.m.

**Staff/Child ratios and Group size- per the state of Ohio**

- 1:5 or 2:12 Infants (0-12 months)
- 1:6 or 2:12 12-18 months
- 1:7 18 months- 2 ½ years old
- 1:8 2 ½ - 3-year old's
- 1:12 3-year old's
- 1:14 4-5-year-olds
- 1:18 School age children

**License:**

Our program is licensed by the Ohio Department of Job and Family Services, licenses are posted in the lobby. Information on laws and rules governing licensing will always be provided to parents when requested. Our licensing record is available for review at [jfs.ohio.gov](http://jfs.ohio.gov) or the Centers administrator can review the information upon the parent/guardian request. We take great pride in our exceptional history with the state.

**Open Door Policy:**

Kids Education & Recreation has an open-door visitation policy for your child's approved parents/guardians. We invite you to visit your child at any time throughout the day. You do not need to make prior arrangements, just stop in, and let the office know you would like to visit your child's classroom. We also invite you as a parent or guardian to participate in any activities we offer to your child at Kids Education & Recreation.

**Arrivals and departures:**

Upon arrival and departure, the parent/guardian must sign their child/ren in and out using our ProCare System. The ProCare system in the main building allows each parent/guardian or authorized person that will drop off or pick up a child to electronically sign the child/ren in and out using a personalized fingerprint or access code. Children attending classes in the LEARN ON Hub can be checked in and out by using the ProCare app on their phone or the ProCare system in the main building. This is a state licensing requirement as well as a Center requirement. In order to accurately monitor your child's attendance and well-being each child must be signed in and out using the ProCare system. Parents are responsible for the supervision of their child/ren during drop off and pick up. Please make sure you make direct contact with your child's supervising staff member each time you drop off or pick up your child/ren. We will not release your child to anyone unless they are over the age of 18 and are on the authorized pickup form. Children will only be released to the persons listed on your pickup form. Any changes to your child's pickup form must be submitted to the Center in writing. We cannot accept changes via the telephone. If it is the first time a person will pick your child/ren up or if we are not familiar with the person picking up your child/ren we will require a valid driver license for verification. This is for the safety of your child and our staff members.

**Communication Parental notifications:**

We understand that communication between our families and Kids Education & Recreation is a very important part of your planning and feeling comfortable leaving your children in our care.

We will do the following to keep you informed. Please let us know if you have any questions:

- Information will be communicated/shared through our ProCare/parent software and email.
- Special events and notices will be posted on your child's classroom door.

- Staff will routinely communicate with the parents/guardian during drop off and pick up about your child's day.
- If you would like a parent/teacher conference or to speak to the administrator, please feel free to schedule an appointment at the front desk.
- Please make sure we have your current email address as we will also communicate general updates via email.

**Complaint and Grievance procedures and Center parent information:**

We take the care of your child/ren very seriously and want to assure that you and your family are happy.

If you have any questions or concerns, please immediately address them with the owner, Britney Lang. She can be reached at the Center, by phone 740-587-3076, or by email [kidseducationandrecreation@gmail.com](mailto:kidseducationandrecreation@gmail.com)

The Center has a license to operate through the Ohio Department of Jobs and Family Services. The license is posted in the front lobby. A toll-free number is listed on the Center's license and may be used to report a suspected violation of the law or administrative roles. The rules governing childcare are also available for review at the Center. The record, inspection reports, complaint investigation reports, and evaluation forms for the building and the fire department are available for review upon written request from the Ohio Department of Jobs and Family Services.

We would of course appreciate the opportunity to discuss and resolve any of your concerns.

The administrator and each employee of the Center are required under section 2151.421 of the Ohio Revised Code to report their suspicions of child abuse and child neglect to the local public children's services agency.

Any parent of a child enrolled in the Center shall be permitted access to the Center during all hours of operation for the purpose of contacting their children,

evaluating the care provided to their child by the Center, or evaluating the premises.

The administrator is available daily from 9:00 a.m.– noon for walk in appointments.

Child/staff ratios are posted in the lobby.

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.

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>

**Enrollment:**

Each child must have a completed enrollment application packet before they can be considered and accepted as a new student. All forms are required by ODJFS – State Licensing. A \$50.00 enrollment application fee will be due at the time of enrollment and on your child/ren’s yearly anniversary date with updated forms.

These forms include, but are not limited to:

Enrollment Form, Authorized Pickup Form, Medical Statement to include the physician’s signature on office stationery, Immunization Records, Photo Release, Diaper Cream, etc.

All forms will be provided to you in your enrollment application packet, or you can download them from our website at [www.kidseducationandrecreation.com](http://www.kidseducationandrecreation.com)  
*Completed new student enrollment applications are accepted during our regular business hours.*

**Enrollment fee:**

After the administrator has approved your complete application and confirmed your child's enrollment the Center will collect the following.

- An annual registration fee of \$50.00 (per student). This will be charged with the initial enrollment and again annually on the first Monday of the month of the anniversary of your child's initial enrollment date. The registration fee is nonrefundable.

**Tuition policy and additional fees:**

Weekly tuition is due no later than the Friday prior to the following week of class. A \$25.00 late fee will be charged for every day that tuition is late up to 5 school days. Any student account that falls one-week (5 days) delinquent will be withdrawn from the Center.

If you pay monthly or bi-weekly, you will need to factor in the number of weeks in the month. For example, some months have five weeks therefore you would pay for five weeks vs. four weeks.

Kids Education & Recreation accepts cash, checks, payment through direct deposit and ProCare Tuition Express.

Payments must always be paid prior to services and/ or at the time of enrollment. Tuition increases will be implemented the first of each calendar year.

**Service fee:** There may be events or projects that create an additional service fee. An example of this would be during summer camp when the Columbus Zoo or COSI visits to help offset guest fees or special project costs. These fees will be published in advance and enrollment will be optional.

Our taxpayer identification number is available upon request.

**Accounts in arrears:**

Accounts that fall one-week delinquent will be withdrawn from the Center. You cannot re-enroll until the account is current and only if space is available at the time of re-enrollment. There will a \$50.00 re-enrollment fee.

**Returned check policy:**

There will be a \$35.00 charge for all returned checks.

**Late pick up:**

The late fee is \$5.00 for every five minutes that you are late. Late fees will be paid directly to the staff member who stays after 6:00 p.m.

**Bad weather/Vacation days/Absent/Illness/State of Emergency/Holidays:**

Kids Education & Recreation does not reimburse funds or give credit for missed days. We will follow the Ohio snow emergency level guidelines for closures. We will make every effort to open our doors and remain open during our scheduled hours. If we are forced to close the Center due to an unplanned emergency or State of emergency, missed time will not be credited or discounted.

For the safety of our families and staff if we experience a level 3 snow emergency the Center will be closed.

**COVID-19:** Kids Education & Recreation will follow all recommended CDC guidelines.

**Vacation:**

Each full-time child will be allotted one week of unpaid tuition per year after 90 days. A two-week written notice is required which allows us the opportunity to adjust staffing.

**Holidays and staff Inservice:**

Full tuition is due for any period of enrollment including the following holidays. The Center will be closed to observe the following Holidays: New Year Eve (we will close at noon). New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, and the

day after Christmas. If any of the above holidays fall on a Saturday or Sunday, the Center will be closed on the Friday or Monday before or after the holiday. The Center will be closed on the last Friday of March and the first Friday in August for our staff state required professional development, preparation for the new academic school year and/or to schedule parent teacher conferences as needed.

If you have any questions or concerns about childcare closings, please address your concerns with Britney Lang.

**Graduation:**

We will recognize our preschool graduation group on the third Thursday of May at 1:30 p.m. This will be a simple graduation at the Center for immediate family only to include pictures in a cap and gown and certificates.

**Birthday parties:**

We welcome the celebration of your child's birthday. If you would like to bring in something special to share during snack time, please make arrangements with your child's teacher.

**Classroom structure:**

We will expose our children to multiple learning situations and build upon each while we allow students to apply, integrate, and transfer knowledge across academic disciplines from one classroom to the next. Academics and activities will *blend* giving your children a multitude of skills developed within our program. Our approach will help them see the value of learning and to be more engaged in their classroom and childcare community.

While spending their early years at Kids Education & Recreation, students will engage in activities aligned specifically to the Early Learning and Development Standards to include Math, Science, Social and Emotional Development, Physical Development and Health, Language, Literacy and Communication, Social Studies and Creative Arts. This program we believe allows opportunities for learning and are encountered constantly, by encouraging our students to explore these



opportunities, they gain the necessary skills to embark on a successful educational path.

**Teachers/Caregivers:**

Classroom staff will maintain the following: CPR and First Aid Certification, Communicable disease and Child abuse certification, BCI/FBI fingerprint clearance, 6 hours of continuing education/professional development annually.

**Supervision:**

Staff will always supervise children, including during nap period. School age children will be permitted to run errands within the building following the ODJFS guidelines.

**Bus drops off from another program:**

Parents are required to contact Kids Education & Recreation if their child will not be attending their normally scheduled hours. If your child is scheduled to arrive and does not, we will contact you/emergency contacts. We will also contact the program your child was scheduled to arrive from.

**Naptime:**

Kids Education & Recreation recognizes the need for a child to have time each day to rest and recharge. Times vary depending on the classroom. Naptime is typically after lunch for the duration of 2 hours in the classroom – check your child’s daily schedule. We provide each child with a quiet space to rest or sleep in accordance to the ODJFS Rule #5101:1-12-19.

If your child is on a cot, a cot cover is required (per the state) please send that along with a blanket, and a “camp size” pillow. If your child is an infant, please send two KINT PORTA CRIB SHEETS. All your child’s sleep necessities will be sent home on Friday to be laundered and returned on Monday.

**Outdoor playtime:**

Each classroom from Infants, through LEARN ON will receive daily outdoor playtime. Infants will be taken from their rooms one to two times a day on a stroller ride or outside for blanket/play time depending on the weather. All other classrooms will be permitted to play on the playground or greenspace two times daily.

Indoor play will be scheduled when the following conditions exist:

Dependent upon the age we will limit the amount of time outside when the temperature drops below 25 degrees or rises above 90 degrees. We may also adjust our schedule if a situation arises due to rain, wind, or ozone warnings. We have a 2,000+ square foot gymnasium and a big media room to utilize during this time.

**Water activities:**

During the summer months we may elect to have “SPLASH DAY” in the event of this we will notify parents. Please make sure your REQUEST FOR ADMINISTRATION OF MEDICATION FOR CHILD CARE form is current and your sunscreen is up to date (form 1217).

**Nutrition:**

Kids Education & Recreation allows time for two meals and two snacks. If your child is present during those scheduled times, you are required to provide food, all utensils, and a napkin. Please do not send any food or drinks in a glass container. Other than the infant rooms all food and drinks should be sent with cool or warm packs, as needed. Please label everything with your child’s name on it and whether it is a meal or a snack.

**Meals should include the following:**

**Breakfast**-1 serving each from 3 of 4 basic food groups.

1 serving each of fluid milk, a type of bread/grains and a fruit and/or vegetable

**Lunch**- 1 serving of fluid milk, 1 serving of meat or meat alternative, 2 servings of fruit and/or vegetables, 1 serving of breads/grains.

**Snack** must include 1 serving from 2 of the 4 basic food groups.

Times vary depending on classroom.

All meals must meet or exceed the guidelines set forth by USDA.

Any food restrictions must be presented to Kids Education & Recreation upon enrollment with physician's note.

**Parents are required to provide wet wipes and diapers, as needed for their children.**

Please label with your child's name.

**Illness:**

Your child's health and the health of others is of great importance to Kids Education & Recreation. If your child becomes ill while at Kids Education & Recreation, we will notify the parents/guardian immediately so you can pick up your child. Please have a backup plan if you are unable to leave work/school. We will call you if we witness the following:

Temperature of 100 degrees – F

Diarrhea (abnormally loose stools)

Difficult breathing

Yellowish skin or eyes

Redness of the eye, matted eyelashes, discharge, burning, itching

Untreated skin patches, unusual spots/rashes

Dark urine or grey/white stools

Stiff neck with temperature

Headlice, evidence of headlice, scabies or other parasitic infestation

Vomiting

Sore throat or difficulty swallowing

Kids Education & Recreation takes great pride in providing our families with a clean and healthy environment.

Kids Education & Recreation has a sickroom to accommodate ill children until their parents arrive to pick them up. This is only a temporary accommodation so we can limit the spread of illness to other children enrolled.

### **Medications:**

Medication Policy and guidelines per the Ohio Department of Jobs and Family Services

Kids Education & Recreation encourages parents and physicians to schedule the administration of medication outside of their child's Center hours.

In order to meet the needs of children for whom it is necessary to administer medication during the day, Kids Education & Recreation will adhere to the following medication policy and to all laws regulating this activity. Medication will be stored, handled, and administered only according to this policy:

1. ODHS form 1217 Section 1: Physician's instructions, must be completed by your child's physician for any over the counter medication.
2. If medication is a prescription from a pharmacy with a pharmacy label, parents can complete information required by ODHS form 1217.
3. Prescription medications are only administered when: (1) they are in the current prescription container (2) labeled by the pharmacist with the child's name, physician's name and phone number, name of the medication, and dosage instructions.
4. The staff member who administers medication will record each dose administered on the master form. The record will indicate the name of the child, medication, dose, date, time, and who administered it.
5. The application of sunscreen and diapering cream will also require the completion of ODHS form 1217.
6. All medications must be handed to the administrator and/or designee. No medication can be mixed in a child's bottle or food. The Center is not responsible for spilled medication.

The initial dose of the medication must be given to your child at home or by the doctor. We want to assure your child accepts the medication and does not have a reaction to the medication while in our care.

We cannot restrain a child or use unusual force to administer medication. Parents will be called and informed if a problem occurs as we do not want your child to miss their medication.

Children on antibiotics may not return to the Center until they have completed 24 hours of antibiotic treatment and have been fever free for 24 hours, without fever reducing medication.

ODHS form 1217 is available ~~in your enrollment packet~~, online, or at the front desk. This form must accompany any medication left with your child.

### **Medical emergencies:**

In the case of a minor accident/injury staff may administer first aid. If first aid is administered an incident report will be completed and given to the parent that day during pickup. The following would require an incident report:

- Illness which requires first aid treatment.

- Accident/injury which requires first aid treatment.

- Bump or blow to the head.

- Emergency transportation.

If a child requires emergency transportation the report shall be available to the parent within 24 hours after the incident occurs.

In case of a serious injury or other medical emergency we will immediately call 911. We will then make every effort to contact you. If we are not successful in reaching you, we will go to the next person listed on your emergency contact form. Please make sure that all your contact information is correct and updated as needed. If the EMS is contacted a staff member will accompany the child to the hospital with all available health records. At no time will a staff member transport a child in their vehicle. We will always have a staff member present that has received training in First Aid/CPR and Communicable Disease certification.

### **Clothing and personal belongings:**

Please make sure your child always has a change of clothing in their cubbies. Children are extremely active at the Center and may require a change of clothing. Children should wear sturdy, closed toe shoes as they will be active in the classroom, gym and outside.

We have plenty of educational toys and activities to keep your child busy throughout the day. Please have your children leave their personal belongings in the car or at home. We cannot be responsible for any lost, stolen, or broken toys/items that are brought into Kids Education & Recreation.

**Discipline and guidance practices:**

Discipline consists of positive reinforcement. The use of physical punishment is prohibited. The administrator will contact the parent in the event a child's behavior becomes a threat to himself, other classmates, or KER staff. If a child poses a continued threat to themselves, other classmates, or KER staff a log will be captured for further dialog and a plan of action with the parents. It is our goal that a solution can be reached between the Center and the parent. If a successful outcome is not possible the child will be removed from the Center for the safety of all.

The first step in guiding young children's behavior is to anticipate and eliminate opportunities for misbehavior. We use creative ways to manage and redirect children who are not following rules.

**Biting policy:**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition. The safety of the children at the Center is our primary concern. After all preventative steps have been exhausted and the child continues to bite routinely, we will contact the parents. Chronic biting may require that the child be terminated from enrollment. Each biting situation is carefully evaluated by the administrator while considering all the relating factors. If biting takes place, we will:

Thoroughly clean the area with warm, soapy water, apply an ice pack, and notify the parent. If the bite breaks the skin a complete incident report will be filled out. This can be an emotional situation for the parents and children involved and the Center will keep incidents as confidential as possible. We will work with the child and families closely to get through this situation.

**Court appearances:**

Kids Education & Recreation staff will not appear in court unless it is mandated through the court directly or through the State of Ohio. If we are subpoenaed for a circumstance that does not pertain to KER directly then we will charge \$200 per hour, per staff member that is subpoenaed to attend court.

**Custody Agreements:**

If a custody issue arises, you must provide the Center with court papers indicating who is authorized to pick up the child/ren. We will not deny a parent access to their child/ren unless we have documentation stating otherwise.

**Emergencies and Safety:**

In case of a general emergency the staff will be instructed to shelter in the safest location for the children until parents can be notified. In case of a threat to safety the staff will lock down the building and call 911. In case of a natural disaster such as a fire, tornado, flood, or hazmat situation the children may be relocated to a safe pre-determined location with the assistance of our public safety officers.

Parents will be notified by the Center, local radio, TV stations, social media, call/text/email as to where their children can be safely picked up.

Kids Education & Recreation will make every effort to maintain regular operating hours however, emergencies do arise in which failure to provide basic needs (water, heat, and electricity) may result in a closure or delay. Parents should tune in to social media, radio stations and TV stations for information concerning emergency pick up or closure. If circumstances should arise, please call the Center to hear the voice mail message. Medical, dental and general emergency plans are located/posted in each classroom next to the phone and in the office. In case of an emergency the staff member in charge shall do the following:

- 1.) Call 911 for an emergency squad (Granville emergency squad).
- 2.) Notify parents/guardian as soon as possible.
- 3.) Accompany the child/ren to the source of emergency treatment.
- 4.) Remain with the child/ren until parents/guardian arrives.
- 5.) Assure that the remaining children are supervised away from the injured child/ren.

If a child is injured requiring medical attention, it is imperative that the Center have parents/guardian permission to contact local EMT for transportation to the nearest medical facility. We are unable to accept children whose parents refuse to grant consent for transportation to a source of emergency treatment.

According to ODJFS rule 5101:2-12-16, a “Serious Incident, Injury or Illness” includes any situation occurring while a child is in care of the Center that requires emergency medical treatment or professional consultation or transportation for emergency treatment.

**Fire and safety drills:**

Fire drills are performed one time per month and severe weather drills are performed four times annually. This is to acquaint your child with Kids Education & Recreation evacuation procedures.

**Contact Information:**

Kids Education & Recreation: 740-587-3076

Kids Education & Recreation email: [kidseducationandrecreation@gmail.com](mailto:kidseducationandrecreation@gmail.com)

Kids Education & Recreation website: [www.kidseducationandrecreation.com](http://www.kidseducationandrecreation.com)

Kids Education & Recreation address: 1062 River Rd Granville OH 43023

You can also visit our Kids Education & Recreation Facebook page

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