



Shaker Child Enrichment Center

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Parent Handbook

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TABLE OF CONTENTS

WELCOME	PG. 2
PROGRAM PHILOSOPHY	PG. 2
MISSION STATEMENT	PG. 3
FIELDTRIPS/TRANSPORTATION OF CHILDREN	PG. 4
• Field trip safety	PG. 4
• Transportation	PG. 5
SWIMMING INFORMATION	PG. 5
LICENSING	PG. 6
ADMISSIONS	PG. 6
TUITION/FEES & PAYMENT POLICIES	PG. 7-8
• Registration Fee	PG. 8
HOURS & DAYS OF OPERATION & Disenrollment Policy	PG. 9-10
STAFF/CHILD RATIOS & MAXIMUM GROUP	PG. 11
SUPERVISION POLICY	PG. 12
DISCRIMINATION	PG. 12
ARRIVAL & DEPARTURE	PG. 12
• Release of a child	PG. 12-13
• Supervision of infants/toddlers/preschoolers	PG. 13
• Supervision of school age children	PG. 13
• Children arriving to the Center from other programs	PG. 13
• School Delays/Cancellations	PG. 14
• Custody Agreements	PG. 14
• Transitioning	PG. 14
• Child Abuse Reporting	PG. 14
DROP-IN/ANYTIME SERVICE	PG. 15
GUIDANCE POLICY	PG. 16
ACCIDENTS/EMERGENCIES	PG. 16-17
ORIENTATION	PG. 18
DAILY ACTIVITIES	PG. 19
• Infant Daily Schedule	PG. 19
• Toddler Daily Schedule	PG. 20
• Pre-School Daily Schedule	PG. 21
• School-Age Schedule	PG. 22-23
NAP & BEDDING	PG. 24
CLOTHING	PG. 24
SAFETY	PG. 24-25
OUTDOOR PLAY	PG. 26
EMERGENCY CENTER CLOSING	PG. 26
HEALTH & COMMUNICABLE DISEASE MANAGEMENT	PG. 26-28
MANAGEMENT OF ILLNESSES	PG. 28-29
• MEDICATION/SPECIAL DIETS IMMUNIZATIONS	PG. 29-30
• PRESCRIPTION MEDICATIONS	PG. 30
• FOOD SUPPLEMENTS OR MODIFIED DIETS	PG. 30
MEALS & SNACKS	PG. 30
EVENING CARE POLICY	PG. 31-32
PARENT PARTICIPATION	PG. 32-33
CELEBRATIONS	PG. 33
PARENT RESPONSIBILITIES	PG. 34
CENTER PARENT INFORMATION	PG. 35
MEET WITH TEACHERS	PG. 36
BREASTFEEDING/NURSING	PG. 38
EMERGENCY/SERIOUS ILLNESS	PG. 39

WELCOME

Welcome to *Shaker Child Enrichment Center*. This handbook contains information regarding the Infant/Toddler/Preschool/School-age enrichment program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Shaker. We are extremely happy that you have chosen our center for your child/children child care experience.

PROGRAM PHILOSOPHY

Shaker Child Enrichment Center was established to provide quality, loving care for children (age 3 weeks – 14) years old. The staffs recognize the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

- *We believe that respecting diversity is one of Shaker Child Enrichment Center's strengths.*
- *We are sensitive and responsive to children and families with special needs.*
- *We believe that each child should be given opportunities to develop to his/her highest potential.*
- *We believe that enthusiasm, pride, love and understanding should characterize all human relationships.*

- *We believe that the home and center environment are important in helping children learn.*
- *Our parents will be assured that their children will be taught to cooperate, to think and to respect the rights of others.*

MISSION STATEMENT

What's in a name? - We believe that the name of our Shaker Child Enrichment Center accurately reflects our goals and mission in providing comprehensive child care which in effect will be "Safe, Educational & Fun" in the quality and scope of our service. We will achieve this by providing a FULL-TIME nursery and day care facility for families and after school care for children of working parents unable to be at home directly after school.

Concerned parents are constantly forced to face-the-fact that they are not always afforded the opportunity to locate a childcare provider, or a facility to care for their children when needed. Dependability is a very important factor along with safety, afforded ability, and proper care. Shaker Child Enrichment Center's primary function will be to provide children with a safe, diverse, educational environment, allowing parents the assurance that quality care is being provided.

FIELDTRIPS/TRANSPORTATION OF CHILDREN

The Center schedules field trips throughout the year. There may be an additional fee to support these activities.

Field trip safety policy provides that:

2. A first-aid box that meets State requirements and a person trained in first-aid shall be available on each field trip or special outing.
3. All children on the field trip or outing will have identification attached to them containing the Center's name address and telephone number to contact in the event the child becomes lost.
4. An emergency transportation authorization and the child's health record shall be available on the field trip or special outing for each child.
5. The maximum number of children per child-care staff member requirements shall be met at all times when children are transported on field trips or special outings.
6. Written permission is needed from the parent for each child transported to and from the Center for routine trips and special outings, which shall include, but not limited to, the child's name, destination, signature, date parent signed and the date of the field trip.
7. Before departing the Center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip.
8. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the Center.
9. During the course of the field trips, each staff member will have specific children that they are responsible for supervising.
10. All fieldtrips will be provided by our Center's bus.

TRANSPORTATION

Shaker Child Enrichment Center provides limited transportation between the hours of 7:00 a.m. and 6:00 p.m. (From & to school)

Written permission slips will be sent out and must be signed by the parent for routine trips or special activities outside of the school and in the school building as well.

The Center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The Center will be providing transportation on routine trips for school age children going to/from school. This transportation will be done on the busses owned by the Center and a staff member with first aid/communicable disease and CPR trainings will be present in the van.

SWIMMING INFORMATION

Swimming activities will be provided only to children who have permission from their parents. We will take the children during a designated time given by the local city of Beachwood recreation center. A lifeguard will be present at all times and child care staff will also be actively supervising children. Parents will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance.

Our younger children will be provided with water play opportunities at the Center. These would include sprinklers and small wading pools (less than 24 inches deep). Swimming activities may include pools 18" but never over 24 inches deep. Parents will also be asked to sign written permission slips prior to children engaging in water play with standing water. Please

remember to send bathing suits, towels and sunscreen for your children. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

LICENSING

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information. The Center's licensing record is available upon request from the ODJFS provides a toll free number (number shown on license) to be used to report any suspected violations by a licensed center.

- All parents are **authorized visitors** are required to sign-in.
- Parents are welcome to visit the Center at any time during the hours of operation.
- Parents may also have lunch with their children on any day.

ADMISSIONS

A CHILD IS CONSIDERED TO BE ENROLLED IN THE Center ONLY after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted with 30 days of admission. This medical must be updated every 13 months.

IF YOU ENROLL YOUR CHILL FULL TIME THEY MUST ATTEND NO LESS THAN 25 HOURS A WEEK. IF THEY ARE ENROLLED PART TIME THEY MUST ATTEND NO LESS THAN 10 HOURS A WEEK. IF THEY USE UP THEIR ABSENCE DAYS (10) YOU WILL BE RESPONSIBLE FOR THE ENTIRE TUITION. ALL ATTENDANCE

ISSUES WILL BE REPORTED TO ODJFS AND MAY RESULT IN TERMINATION OF COUNTY VOUCHERS.

Tuition/Fees & Payment Policies

Tuition:

Infant Rate:	Ages: 3weeks to 18mos.	Full-time: <u>\$180.00 weekly</u>
Infant Rate:	Ages: 3weeks to 18mos.	Part-time: <u>\$120.00 weekly</u>
Toddler Rate:	Ages: 18mos. To 3yrs.	Full-time: <u>\$170.00 weekly</u>
Toddler Rate:	Ages: 18mos. To 3yrs.	Part-time: <u>\$120.00 weekly</u>
Preschool Rate:	Ages: 3yrs. To 5yrs.	Full-time: <u>\$165.00 weekly</u>
Preschool Rate:	Ages: 3yrs. To 5yrs.	Part-time: <u>\$120.00 weekly</u>
School age Rate:	Ages: 5yrs. To 14 yrs.	Full-time: <u>\$120.00 weekly (Summer Rate)</u>
School age Rate:	Ages: 5yrs. To 14 yrs.	Part-time: <u>\$75.00 weekly (School Year Rate)</u>
Drop-In Rate:	Ages: 2.5yrs. To 14yrs.	<u>\$10.00 per hour</u>

Once a child's enrollment or re-enrollment date has been confirmed, there will be NO refund of the tuition.

**NOTE: TUITION IS DUE ON MONDAY OF THE WEEK
CHILDCARE IS PROVIDED UNTIL THE STUDENT IS
WITHDRAWN FROM THE CENTER.**

Shaker Child Enrichment Center, recognizes that problems can occasionally arise which make tuition payment a hardship, however, we are sure you can appreciate that our expenses continue to be incurred whether or not tuition payments are made when due. Tuition payment delinquencies must be minimized in order to assure adequate operating funds.

In the event of illness, full payment is expected, except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the Center for more than 5 consecutive weekdays. Half payment is required for extended illnesses to maintain the child's space.

Should occasions arise when tuition payments are not made when due, the following policy will take effect:

- On each Tuesday, a late payment fee of \$10.00 will be added to your account for any week's tuition that is one (1) or more weeks' delinquent.
- For accounts which are three (3) weeks in arrears, the result may be termination of your child/children enrollment.
- LATE FEES FOR PICK UP TIMES ARE AS FOLLOWS. \$1.00 PER MINUTE LATE. MUST BE PAID BEFORE THE CHILD RETURNS TO THE CENTER.
- The Executive Director and/or Director will make every effort to work out arrangements with parents whose accounts are past due, if they communicate their situation and adhere to an established payment schedule.

Tuition payments are an obligation, which we believe parents of all students intend to meet in good faith, although we reserve the right to terminate a student due to excessive delinquent payments. We take this action only when all other efforts are proved unsuccessful.

Shaker Child Enrichment Center will take legal action to recover any unpaid tuition and late fees.

All checks are to be made payable to: SHAKER CHILD ENRICHMENT CENTER OR SHAKER CDC. Our tax ID number is available upon request.

REGISTRATION FEE

There will be a non-refundable registration fee required for the purpose of processing the necessary papers and administrative fee. The fee is **\$25.00** per child.

Fee payments may be made by cash, check, or money order. There will be a \$20.00 returned check fee charged for any check that is returned unpaid by the bank. Any parent, who has had two (2) checks returned unpaid, must make future payments by cash or money order.

Tuition assistance through the Cuyahoga County Jobs & Family Services may be available to those who qualify. Please contact the department for guidelines and application information.

Because our staff and other expenses are tied directly to the number of enrolled students, and cannot be reduced to compensate for student illness or variable vacations, there will be NO TUITION REDUCTION allowances for student illness or vacation.

DISENROLLMENT POLICY

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to enforce disenrollment of the child.

Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22. We are not a special needs facility. We will refer your child to a facility if the child displays behavior such as autism, special needs, harming themselves or others. We use observations and screenings to determine this situation. We will give a 2 weeks notice if we have to remove your child from our care.

If the child continues to be a danger to themselves or others the 2 weeks notice will no longer be in effect and the child would have to be removed immediately.

Parents are required to give a 2 weeks' notice upon disenrollment of their Child/Children. If the 2 weeks' notice is not given, parents will be obligated to pay for the 2 weeks.

Hours and Days of Operation

The Center will be in operation Monday through Friday (7:00 am to 6:00 pm). A late fee of **\$1.00 per minute** will be charged if a child is not picked up by the time specified in the agreement...

Shaker Child Enrichment Center will close to observe the following holidays:

- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas Day
- New Years Day
- Good Friday
- Early dismissal CHRISTMAS EVE.

Full tuition is due for the weeks in which these fall, as staffs are given them as paid holidays.

In the event of illness, full payment is expected, except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the Center for more than 5 consecutive weekdays. Half payment is required for extended illnesses to maintain the child's space.

Should occasions arise when tuition payments are not made when due, the following policy may take effect:

- On each Tuesday, a late payment fee of \$10.00 will be added to your account for any week's tuition that is one (1) or more weeks' delinquent.
- For accounts which are three (3) weeks in arrears, the result may be termination of your child (ren)'s enrollment.
- The Executive Director and/or Director will make every effort to work out arrangements with parents whose accounts are past due, if they communicate their situation and adhere to an established payment schedule.

Tuition payments are an obligation, which we believe parents of all students intend to meet in good faith, although we reserve the right to terminate a student due to excessive delinquent payments. We take this action only when all other efforts are proved unsuccessful.

Shaker Child Enrichment Center will take legal action to recover any unpaid tuition and late fees.

All checks are to be made payable to: SHAKER CHILD ENRICHMENT CENTER OR SHAKER CEC. Our tax ID number is available upon request.

Staff/Child Ratios and Maximum Group Size

Shaker Child Enrichment Center will not exceed the following state required ratios:

1:5 or 2:12	Infants (0-12 months)
1:6 or 2:12	Infants (12 months-18 months)
1:7	Toddlers (18 months-30 months)
1:8	Toddlers (30 months-36 months)
1:12	Preschoolers (3 years-4 years)
1:14	Preschoolers (4 years until eligible for kindergarten)
1:18	Schoolagers (eligible for school)

Because we desire to provide a higher level of quality care we will strive to maintain a 1:3 ratio in the infant room and a 1:5 ratio in the toddler room. Ratios for toddlers and preschoolers may be doubled for 1.5 hours at naptime as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency.

The maximum group sizes are as follow:

12	Infants
14	Toddlers 18 months – 30 months
16	2.5 – 3 yr olds
24	3 years old
28	4-5 year olds
36	School age children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

SUPERVISION POLICY

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

DISCRIMINATION

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.

ARRIVAL AND DEPARTURE

Parents are required to bring their children into the classroom and to sign the child in on the clipboard by the door. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before and after sign-in. No child is permitted to be passed over the playground fence for pick up or drop off.

RELEASE OF A CHILD

Children will be released only to individuals who have been identified by the parents, or guardian(s) as being responsible for the child, and who are listed on the pick-up slip.

If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency

contacts will be called to transport the child home. Police will be notified if necessary.

SUPERVISION OF INFANTS/TODDLERS/PRESCHOOLERS

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

SUPERVISION OF SCHOOLAGE CHILDREN

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

- Children are within hearing distance of their teacher
- The teacher checks on the children periodically every 5 minutes
- The restroom is for the exclusive use of the center.
- We do not accept children who are suspended from school

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children every 5 minutes.

CHILDREN ARRIVING TO THE CENTER FROM OTHER PROGRAMS

At times it may be necessary for a child to arrive at the Center from another program (Example: Child arrives after a part time Head Start program or a schoolager arrives at the Center after school). 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 have arrived from. We will then consult with the parent 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.

SCHOOL DELAYS/CANCELLATIONS

Our program will operate a full day program for students when schools are closed for vacations, delays or cancellations with the exception of students being suspended from school. It's at the discretion of the Administrator that any student suspended from school cannot attend Shaker CDC before 2:30pm on the day or days of suspension.

CUSTODY AGREEMENTS

If there is custody issues involved with your child, you must provide the Center with court papers indicating who has permission to pick up the child. The Center may not deny a parent access to their child without proper documentation.

TRANSITIONING

You will be notified when your child is ready to move up to the next classroom. As part of the procedure center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

DROP-IN/ANYTIME SERVICE

Shaker Child Enrichment Center provides a DROP-IN/ANYTIME SERVICE FOR PARENTS THAT NEED TO:

- Drop-in for a few hours or all day with no reservation requirement.
- This is a whole new concept in childcare! Whether you need care for your children while you work, have lunch with friends, spend an evening with your spouse, keep appointments, or just have some time for yourself, we are available!
- Feel confident knowing your child/children are having fun and learning in a safe and clean environment!
- Have a normal childcare provider? Our drop-in care is perfect for back-up care, weekend or evening care, or out of school care.
- Our schedule is designed to make each visit to Shaker CEC a new and positive experience. No matter what time of day you drop-in, you can have fun participating in group activities, creating special art projects, using your imagination in our dramatic play room, or making new friends
-
- With the exception of children suspended from school.

GUIDANCE POLICY

Shaker Child Enrichment Center believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the Center. If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to enforce disenrollment of the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

ACCIDENTS/EMERGENCIES

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 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. In order to prepare children for the unlikely need to evacuate, the Center does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the Center, our emergency destination is the Recreation Center across the street. 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. 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, the 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.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur:

- The child has an illness, accident, or injury which requires first aid
- The child receives a bump or blow to the head
- The child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The Center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

ORIENTATION

Starting a new experience such as the first day of school or day care is exciting for young children but it can be a difficult experience also. Through the orientation process, the child will gradually become familiar with his/her new environment. Also, during the orientation, the parent has the opportunity to become better acquainted with the teachers and daily routines. It is important that a parent, guardian, relative or a friend accompany the child during orientation. Most children are more at ease in the beginning of their day care experience after the following steps have been taken.

Classes are in session Monday through Friday 7:00 a.m. to 6:00 p.m. All children should be picked up fifteen (15) minutes before dismissal normal pick-up. All children who attend over ten (10) hours without notifying the Center will be charged for an additional day.

1. The first day bring your child at 9:00 a.m. Stay with him/her and take the child home at 11:00 a.m.
2. The second day, bring your child at 9:00 a.m. As your child begins to feel acclimated to his/her new environment, you may be able to leave the classroom, but please do not leave the building. Bring some reading material or some other activity to keep occupied while your child is enjoying their classroom experience. You will be nearby in case your child needs you. Take your child home after lunch.
3. The third day, bring your child at 8:00 a.m. (before breakfast), leaves and returns for him/her at 4:00 p.m. (after nap).
4. The fourth day your child should be ready for a regular schedule.
5. The orientation process is flexible and the Center is willing to work with each parent regarding his or her individual work schedule.

DAILY ACTIVITIES

A typical daily schedule of activities is outlined below. These are only guidelines and there is flexibility with programming throughout the day according to the needs of the children.

INFANT'S DAILY SCHEDULE

6 weeks to 17 months

7:00 a.m. – 8:00 a.m.

Children arrival/greeting/free play

8:00 a.m. – 9:00 a.m.

Breakfast/diaper changing/nap/free play
talking and interacting with children.

9:00 a.m. – 11:30 a.m.

Nap/free play/interacting with each
child/talking to child/reading stories/diaper
changing/natural reflex/language/sensory
awareness/fine motor skills/cognitive
skills/gross motor skills/communication
skills/social & emotional
development/exploration play.

11:30 a.m. – 12:00 p.m.

Lunch/diaper changing

12:00 p.m. – 3:00 p.m.

Nap time/diaper changing

3:00 p.m. – 6:00 p.m.

Diaper changing/nap/interacting with
children/talking/reading stories/natural
reflex/language/sensory awareness/fine
motor skills/cognitive skills/gross motor
skills/communication skills/social &
emotional development/exploration
play/leave

TODDLER DAILY SCHEDULE

18 Months to 3 years

7:00 a.m. – 8:00 a.m.	Children arrival/greeting/free play
8:00 a.m. – 8:30 a.m.	Restroom/hand washing/breakfast
8:30 a.m. – 9:00 a.m.	Clean up/hand washing/free play
9:00 a.m. – 11:30 a.m.	Morning meeting/math concepts/science/blocks/problem solving gross motor/large & small motor/art stories/outside play/dramatic play/rest room/hand washing/puzzles/music movement/color shapes/numbers/alphabets/finger play/manipulative play/socialization with peers/expressing feeling/field trips (potty trained only)/clean up
11:30 a.m. – 12:30 p.m.	Rest room/hand washing/lunch/clean up/put down cots for nap
12:30 p.m. – 3:00 p.m.	Nap Time
3:00 p.m. – 4:00 p.m.	Rest room/hand washing/snack
4:00 p.m. – 6:00 p.m.	Indoor selected play/gross motor/small & large motor play/rest room/hand washing/music/art/math concepts/blocks/dramatic play/stories/problem solving/color/shapes/numbers/alphabets/ manipulative play/expressing feeling/clean up/leave

PRE-SCHOOL DAILY SCHEDULE

3-5 years old

7:00 a.m. – 8:00 a.m.	Children arrival/greeting/free play
8:00 a.m. – 8:30 a.m.	Restroom/hand washing/breakfast
8:30 a.m. – 9:00 a.m.	Clean up/hand washing/free play
9:00 a.m. – 12:00 p.m.	Morning meeting/math/science/manipulative play/problem solving/puzzles/arts & crafts/dramatic play/outside play/field trips/blocks/story time/gross motor/small & large motor/calendar & weather awareness/body awareness/body movement/colors/numbers/shapes/alphab ets/finger play/music/counting/writing/self esteem/self concepts/self respect/self control
12:00 p.m. – 1:00 p.m.	Rest room/hand washing/lunch/clean up/put down cots for nap
1:00 p.m. – 3:00 p.m.	Nap Time
3:00 p.m. – 4:00 p.m.	Putting cots away/rest room
4:00 p.m. – 4:30 p.m.	Snack
4:30p.m. – 6:00 p.m.	Math/language/science/outdoor play/music/colors/shapes/numbers/countin g/alphabets/body movement/blocks/small & large motor skulls, manipulative play/gross motor/number concept/self control/self control/respect/self esteem/art/problem solving/finger play stories/puzzles/leave

School Age Schedule

(From August to June while school is in session)

5-12 years old

7:00 a.m. – 8:00 a.m.	Restroom/hand washing/breakfast
8:00 a.m. – 9:00 a.m.	Children are escorted to their school
11:00 a.m. – 12:00 p.m.	Kindergarten children are picked up from school
12:00 p.m. – 1:00 p.m.	Rest room/hand washing/lunch/clean up/put down cots for nap
12:00 p.m. – 1:00 p.m.	Rest room/hand washing/lunch
1:00 p.m. – 3:00 p.m.	Nap Time
2:30 p.m. – 4:00 p.m.	Remaining school-agers are picked up from school
3:00 p.m. – 4:00 p.m.	Putting away cots/rest room
4:00 p.m. – 6:00 p.m.	Snack/clean up/homework/outside cooperative play/computer/art/music/reading/gross motor skills/dramatic play/socials skills/games/leave

School Age Schedule

(June) When school is out till August

5-12 years old

7:00 a.m. – 8:00 a.m.	Children arrival/greeting/free play
8:00 a.m. – 8:30 a.m.	Restroom/hand washing/breakfast

8:30 a.m. – 12:00 p.m.

Morning meeting/outside play/field trips/creative art/dramatic play/reading/writing/movies/walks/quiet activities/going to different parks/music/show & tell/expressing feelings/self-control/self concepts/self respect/self esteem/respect for others/school activities review/clean up

12:00 p.m. – 1:00 p.m.

Rest room/hand washing/lunch/clean up

1:00 p.m. – 4:00 p.m.

Outside play/movies

4:00 p.m. – 4:30 p.m.

Rest room/hand washing/snack

4:30 p.m. – 6:00 p.m.

Outside play/creative art/dramatic play/quiet activities/music/expressing feeling/self control/self respect/respect for others/leave

NAPS AND BEDDING

Each child will be provided his/her own sleeping cot to be used during rest period. Cots are cleaned on a regular schedule and whenever they are reassigned to a new child, or soiled by excrement. Please provide your child with his/her own blanket (crib size). A small pillow may be provided if desired. Bedding will be sent home bi-weekly for laundry. Please be sure to return the bedding on the next school day. Your child may bring a special comfort item such as a stuffed animal or “blankie” for naptime if needed.

CLOTHING

Clothing that is washable, durable and loose is appropriate for school wear. All buttons, zippers, snaps and ties should be well constructed so children will be able to dress and undress independently. Children will be encouraged to learn skills necessary for these procedures.

Each child must have at least one seasonally appropriate, complete change of clothing in his/her locker. It is difficult for staff to keep track of so many children's belongings unless the items are clearly labeled. Please label all personal items. The Center is not responsible for lost articles.

The Center keeps a few items of clothing for emergencies. If your child wears Day Care clothing home, please wash it and return it the next school day. We would appreciate any extra clothing items, (especially underwear, pants and socks) which you can donate to the emergency clothing box.

SAFETY

Childcare staff members are responsible for the safety of children in their care. No child will be left alone at any time.

A person trained in first aid will be available at all times.

A monthly fire drill will be held at varying times. A record of the fire drills in the Administrator's office.

Smoking is prohibited in all areas of the Center.

The use of spray aerosols is prohibited when children are present at the Center.

Parents should park in designated parking spaces. At no time should a car be left at the curb. This is a hazard for the children and for other cars. Cars should never be left with the motor running.

In case of an emergency situation, the Center has a well-developed action plan. The action plan is posted in the Administrator's office, in each

classroom and near each telephone. Each staff member has immediate access to the telephone and it is checked often to make sure it is in working condition. The action plan details the steps to be taken in case of fire, weather alert, or medical/dental emergency. Staff responsibilities are explained and diagrams show evacuation routes. If necessary, the Center staff will administer first aid, summon emergency transportation and contact parents.

Copies of the following emergency reports and procedures are on file in the administrator's office.

- Monthly fire drills
- Transportation by the Cleveland Fire Department Rescue Squad

OUTDOORS PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be

comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

EMERGENCY CENTER CLOSING

Shaker Child Enrichment Center reserves the right to close the Center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, **watch News Channel 8 for official notification of Center closings. On these occasions, regular payment is expected**

HEALTH AND COMMUNICABLE DISEASE MANAGEMENT

In order to minimize transmission of illness, the State Department of Health requires day care centers to follow guidelines designed to protect the health of all children and staff members.

The ODJFS requires that each parent provide a proof of immunization at time of enrollment and each child must have a physical exam no more than six months prior to enrollment and annually thereafter. New enrollees must submit a completed medical form within two (2) weeks of admission. The Center will give the parent one (1) month's notice of annual physical due. If the updated medical form is not submitted when due, or a note submitted verifying scheduled doctor's appointment, the child's record is out of compliance with Ohio law and the child may not return to the Center until the up-to-date medical form is submitted.

Your child must be immunized according to the following schedule.

ACIP RECOMMENDED SCHEDULE OF VACCINATIONS FOR ALL CHILDREN

<i>Vaccine</i>	<i>2 Months</i>	<i>4 Months</i>	<i>6 Months</i>	<i>12 Months</i>	<i>15 Months</i>	<i>4-6 Years before school entry</i>
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<i>DTP</i>	<i>STP</i>	<i>DTP</i>			<i>DTP*</i>	<i>DTP</i>
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<i>POLIO</i>	<i>POLIO</i>	<i>POLIO</i>			<i>POLIO*</i>	<i>POLIO</i>
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<i>MMR</i>					<i>MMR**</i>	<i>MMR**</i>
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<i>HIB</i>	<i>Hhoc</i>	<i>HbOC</i>	<i>HbOC</i>	<i>PRP-OMP</i>	<i>HbOC</i>	
<i>Option 1</i>	<i>PRP-OMP</i>	<i>PRP-OMB</i>				
<i>Option 2</i>						
<i>Option 3</i>					<i>PRD-D</i>	

<i>Vaccine</i>	<i>At Birth (Before Hospital Discharge)</i>	<i>1-2 Months</i>	<i>4 Months</i>	<i>6-18 Months</i>
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<i>HBV</i>				
<i>Option 1</i>	<i>HB***</i>	<i>HB***</i>		<i>HB***</i>
<i>Option 2</i>			<i>HB***</i>	<i>HB***</i>

DTP: Diphtheria, Tetanus, and Pertussis Vaccine
 Polio: Live Oral Polio Vaccine drops (OPV) killed inactivated Polio Vaccine shots (IPV)
 MMR: Measles, Mumps and Rubella Vaccine
 BIB: Haemophilus b Conjugate Vaccine

HBOC: HIB Titer
 PRP-OMP: Ped Vax HIB
 PRP-D: Prohibit

HB Hepatitis B Vaccine

- Many experts recommend these vaccines at eighteen (18) months.
- In some areas this dose of MMR may be given at twelve (12) months.
- Hepatitis B vaccine can be given simultaneously with DTP, Polio, MMR, and Haemophilus b Conjugate Vaccine at the same visit. If your child shows any signs of illness, rash, fever, vomiting or symptoms of a cold, you are expected to keep him/her at home until the child has been symptom free for 24 hours.

MANAGEMENT OF ILLNESSES

Shaker Child Enrichment Center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the Center. They will be sent home! Please also plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

Temperature of 100 degrees F – in combination with any other signs of illness

- diarrhea (more than once a day)
- severe coughing (whooping, red/blue face)
- difficult or rapid breathing
- yellow skin or eyes
- undiagnosed/untreated skin rash other than diaper rash
- thick yellowish or greenish nasal discharge
- nausea
- vomiting (two or more items in a day)

- symptoms of pink eye (Pinkness or redness in one or both eyes, Discharge, Morning crusting, matted eyelashes, itching, Burning, sandy, or gritty feeling, or Swelling of the conjunctiva and/or eyelids)
 - infected skin patches
 - dark urine/gray or white stool
 - stiff neck - sore throat/difficult swallowing
 - evidence of ringworm, pinworm, lice, scabies or other parasites
- is unable to participate in regularly scheduled activities

Any child demonstration signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in Center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the Center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

MEDICATION/SPECIAL DIETS/Immunizations

MEDICATIONS: The center does not administer medications to children. Medications may NOT be stored in child's cubby or book bag. Schoolage children are not permitted to store inhalers or any other medication in their bags for the safety of all the other students. Parents may come and bring them the medication or pick them up in case of an emergency situation when they may need medications or inhalers.

PRESCRIPTION MEDICATIONS: Center does not administer medication. If the child is on a prescription medication the parent/ guardian must come and give the child the medication.

FOOD SUPPLEMENTS OR 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 administrator for more details regarding this.

Enrollment of Children without immunization

This is for the safety of your child. A medical statement signed by a physician or certified nurse practitioner is required. However, Carnival Child Dev Ctr will provide care or the children without immunizations as long as a medical statement is on file and updated on time. This medical must be updated every 12 months.

Infant care, including frequency of diaper checks

We change infant and toddler's diapers every 2 hours and as needed. If parents do not agree with this policy, he/she should speak with the Administrator.

MEALS AND SNACKS

The center provides breakfast, lunch, afternoon and evening snacks and dinner. A daily menu is posted on the center's bulletin board. All meals are properly proportioned and contain foods that meet USDA food program regulations.

Shaker Child Enrichment Center believes that mealtime serves as a social and educational activity. The cultural and religious needs of our children are taken into consideration when menus are planned. If a child has any additional nutrition concerns, such as a diagnosed food allergy, **Shaker** must be notified in advance so we can provide an appropriate substitution.

NOTE; Parents may not bring food, prepared or unprepared, into the center for children to eat.

EVENING CARE POLICY

A) Our evening care will ensure that children are safe and the Center is secure. As of Jan 1 2021 we do not provide evening care.

1. Child care staff members will remain awake at all times, and will supervise sleeping children.
2. The Center will provide adequate lighting indoors in all areas, including bathrooms, hallways, and sleeping rooms to ensure that child care staff members are able to see all children at all times.
3. Persons on the premises during evening and overnight care hours will be limited to persons authorized by the administrator or owner and parents and guardians of children in care.
4. Parking areas, outdoor walkways, and all building entrances will be adequately lighted for safety and security.
5. The Center will provide a written security plan that ensures that access to the Center is limited to parents and guardians of children in care and authorized persons. The Center will ensure that children are supervised at all times during limited access hours. The plan will ensure the supervision of the children.

B) Our Center will provide a safe evening care program and schedule.

1. The Center will provide sleeping arrangements so that sleeping children are cared for separately from children who are awake, and so that sleeping children are not disturbed by arrivals and departures.
2. The Center will ensure areas where children sleep during evening care are on the building's ground floor unless another floor has been approved for the care of sleeping children by the local fire official having jurisdiction.
3. Bedtime routines will be developed in consultation with parents or guardians.
4. The Center will have a program of activities before bedtime, which allows for children's individual choices and needs. Activities may include meals, play, homework, relaxation, personal grooming, and outdoor play during daylight hours.

5. Each child in care during evening hours will be provided with an individual blanket and a crib or a cot, as required in rule 5101:2-12-19 or 5101:2-12-42 of the Administrative Code.
6. Each child who sleeps at the Center for four or more hours will have clean comfortable sleeping garments.
7. Individual storage spaces for personal belongings and clothing will be provided.

C) Our Center will provide a sanitary environment, and will provide for these additional hygiene stipulations during evening care.

1. School age boys and girls will be separated during washing and while changing clothes to ensure privacy.
2. Child care staff members will assist children during washing and changing clothes according to children's developmental needs.
3. Bed linens will be changed at least weekly, or when soiled or assigned to a different child.
4. Each child will be provided with a clean, individual washcloth, towel, and toothbrush. Anything to be re-used will be labeled for each child and stored in a sanitary manner such that items do not touch and do not promote bacterial growth.
5. Children will have access to running water, liquid soap, and toothpaste.

PARENT PARTICIPATION

Parents are encouraged to participate in the various activities sponsored by the center. The following are some examples of the activities that provide parents an excellent opportunity to become involved.

Volunteers are always welcomed in the classrooms or on field trips. Your child would most likely enjoy sharing this experience with you.

Bulletin Board and Newsletter are two of the ways you will be informed regarding the center's scheduled activities and other items of interest. The newsletters are published as necessary. Volunteers to assist with contributing

and maintenance of the Bulletin Board as well as contributing and publication of the newsletter are welcomed.

Fund Raisers: One to two fundraisers are scheduled for the school year to help defray the cost of transportation for field trips, field trip fees and the overall enrichment of the center's programs and activities. All ideas are welcomed and participation is encouraged.

Parent Committee: The goal of the parent committee is to enhance parent participation and foster a good working relationship between the teachers, administrative staff and parents. The committees assist with the planning and coordination of special events and fund raising drives.

Special Programs: Throughout the year, the center sponsors special programs such as graduation and holiday programs. The children's participation in these programs is indicative of the nurturing, learning atmosphere that the center provides.

Your assistance in one or several of these activities would be greatly appreciated. The Director or Executive Director would be most happy to provide further details.

CELEBRATIONS

We usually celebrate holidays (i.e. Christmas, Valentine's Day, Halloween, etc.) with class parties. The center will provide some refreshments. However, parents are welcome to provide treats for the class.

If you wish, your child may celebrate his/her birthday with classmates. Parents are to provide desired refreshments. All candy treats will be placed in your child's locker to be enjoyed at home. Party favors may be included if desired; please use discretion if balloon or small items are included because they can be a choking hazard for young children. Parents are to advise the child's teacher in advance when planning special celebrations and parents are strongly encouraged to attend all events.

PARENT RESPONSIBILITIES

It is the parent's responsibility to:

- Notify the center of any changes in home or work address or phone numbers.
- Pay all applicable fees on time
- Complete all required forms.
- Notify the center if your child will be late or absent.
- Inform your child's teacher about your child's likes and dislikes, fears, habits, positive or negative influences on his/her life, problems with other children or changes in the home which may affect his/her behavior.
- Notify the center if anyone other than you or another already designated person is to call for your child. **No child will be released to an unauthorized person.**
- Contact the Director/Executive Director if you have any questions or concerns. If the Director/Executive Director is not available, the Center's designated staff person will be available to assist you.
- Check the Day Care Bulletin board and/or your child's locker daily for information about the program, weekly menus, and other items of interest. Bulletin Boards are located near the rear entrance and on the wall outside the Toddler's classroom.
- Attend your child's annual parent-teacher conference. Feel free and accept the responsibility to request a conference with the teacher or Director/Executive Director to discuss your child's progress or parental concerns.
- Make early arrangements for your child's annual physical examination so that medical forms are on file when due.

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the ODJFS. This license is posted in a conspicuous place. It will be posted on the Bulletin near the front door entrance and available upon request.

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

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

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

Access to the Center will be prohibited immediately after the Child is permanently disenrolled.

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

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

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

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 1201 et seq.

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

MEET WITH THE TEACHERS

We provide several opportunities for our parents and families to meet with the teachers. Upon arrival and pick up you are able to talk with your Childs teachers about their day or special needs or request. We conduct parent involvement opportunities in each class throughout the year. Families are encouraged to sit with their child when they go through a transition period into/out or through or program for a few hours each day.

We hold parent teacher conferences twice a year where we discuss child portfolios, assessments, observations, and screening results. We also discuss yearly goals and have you fill out a survey about our program so we can fully serve you every needs in a extraordinary manner.

BREASTFEEDING/NURSING

We do serve pumped milk to the child if the parents request it. The milk must be stored properly and dated. We will discard unused pumped milk after the child refuses the remainder of the feeding. Please provide enough milk for the entire day. If the child runs out of milk you will be called and asked to come and provide more milk or feed in our facility.

You are welcomed to feed you child in a private area located in the back area of our kitchen /storage room. The area is clean and will be made to give you privacy while you feed you child.

EMERGENCY/SERIOUS ILLNESS/INJURY

In the case of a serious emergency, illness, or injury we will contact the parent or guardian immediately. We will provide them with an incident report. If the child has to be taken to the hospital you will be contacted. We do not provide transportation in case of an emergency. The nearest emergency department can be contacted by you and sent to the center to transport your child.

Parents are not required to give consent for emergency transportation to the hospital because we do not provide the service.

TERMINATION POLICY

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to enforce disenrollment of the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22. We are not a special needs facility. We will refer your child to a facility if the child displays behavior such as autism, special needs, harming themselves or others. We use observations and screenings to determine this situation. We will give a 2 weeks notice if we have to remove your child from our care.

Parents are required to give a 2 weeks’ notice upon disenrollment of their Child/Children. If the 2 weeks’ notice is not given, parents will be obligated to pay for the 2 weeks.

OBSEVATIONS/SCREENING/ASSESSMENTS

At Shaker CEC we use The Creative Curriculum Developmental Continuum assessment and Teaching Strategies Gold tool and questionnaires that are filled out once within 60 days of the child starting at Shaker and Bi Yearly thereafter. The Child will be given goals to work on based on the results. The goals will be followed up within 60 days of completion of the assessment. This information will be shared with the families though emails, phone calls, or face-to-face conferences. This assessment will be use to help the teacher create lesson plans and teaching strategies that will work best with each individual child. If the teacher has a high level of concern based on the Childs assessment results they will notify the Childs parents during a conference and also notify the administrator of the concerns. These concerns will be addressed in a manner that allows the child to have the best outcome. In most cases a screening will be done on the child and results will be compared and shared in the appropriate manner. If there are major concerns – these results will be shared with a partner group for a referral with 60 days.

Teachers are NOT qualified to say rather or not the child has any learning disabilities. Therefore they will only share what they have concluded based on the results of the assessment and screening. Recommendations and ongoing help will be given in the appropriate manner as it concerns each individual child.

Shaker CEC **do not** report the **Child level data** to ODJFS. We report it to our partners (Beechbrook & PEP), which at that time they'll do their assessment and if needs to be reported, they will report it to ODJFS.

PARENT SIGNATURE PAGE

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

I acknowledge that I have received a copy of the parent handbook for Shaker Child Enrichment Center and have had the policies reviewed with me. I agree to follow all policies outlined within.

Signature of parent/guardian

Date

Signature of parent/guardian

Date
