A logo for a child's center

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16224 Chagrin Blvd.

Shaker Heights, Ohio 44120

216-862-9480

Parent Handbook

Table of Contents

Welcome/ Contact Information Page 3

*Program Philosophy Page 4*

Days and Hours of Operation Page 5

*Tuition and Payment Polices Pages 6,7*

Registration Fee/ Late Fee Page 8

*Admissions/ Licensing Page 9*

Basic Daily Schedule (Infant, Toddler & Preschool) Page 10

*School-Age Basic Schedule (during school year) Page 11*

School-Aged Basic Schedule (During summer) Page 12

*Staff, child ratios, and group size Page 13*

Opportunities for parent involvement Page 14

*Parent/ Provider Meetings Page 15*

Breastfeeding Support Page 16

*Enrollment Information Page 17*

Orientation Page 18

*Care of children w/o immunizations Page 19*

Attendance Policies Pages20,21

-Arrival and Depart

-Release of a child

-Children arriving to the center from other programs

-School Delays/ Cancelations

-Custody Agreements

-Transitioning

-Child Absent Days

*Supervision Policies Page 22*

*-Supervision of Infants, Toddlers, Preschoolers*

*-Supervision of School-aged children*

*-Child Abuse Reporting*

Guidance Policy Page 23

*Suspension and Expulsion Policies Page 24*

Compliance with ADA Page 25

*Outdoor Play Page 26*

Food and Dietary Policies Page 27

*Management of Illness Page 28*

Medication Page 29

-Medication Policy

-Enrollment of children without immunization

Emergency, serious illness and injury procedures Pages 30,31

*Transportation/ Field Trips Page 32*

Swimming/ Water Activities Page 33

*Infant and Diapering Policies Pages 34-36*

Sleeping/Nap/Resting Policy Page 36

*Clothing Page 37*

Safety Page 38

*Evening and Overnight care Page 39*

Substitute childcare policies Page 40

*Photography Consent Statement Page 41*

Center Parent Information Required by Ohio Administrative Code Page 42

*Observations/Screenings/Assessments Page 43*

Emergency Center Closing/ Health and Communicable Disease Management Page 44

*Recommended schedule of Vaccinations for Children Page 45-46*

Parent Agreement Form Page 47

**Welcome**

Welcome to **Shaker Child Enrichment Center.** This handbook contains important information, policies, and procedures regarding the Infant, Toddler, Pre-school, and School-Age programs within the center. It is very important that you read this handbook and keep it handy while your child is enrolled in the program. This handbook will answer many of the questions you may have. We are extremely happy and appreciative that you have chosen our center for your families’ childcare experiences.

**Contact Information**

*Center Name:* Shaker Child Enrichment Center 2

*Program Number:* 2220026112

*Address:* 16224 Chagrin Blvd. Shaker Heights, 44120

*Email: shakercec1@gmail.com*

*Phone Number:* (216)862-9480

*Website: www.shakercec.org*

**Program Philosophy**

**Shaker CEC,** where children are put first. We believe that every child is a unique individual with their own talents, interests, and potential. We are committed to providing a nurturing and inclusive environment where children feel safe, valued, respected, and first.

Our program is rooted in the belief that children learn best through active exploration, play, and hands-on experiences. We embrace a play-based approach that allows children to make choices, solve problems, and engage in meaningful interactions with their cognitive, social, emotional, and physical development.

We also recognize the importance of supporting children’s social-emotional well-being. We prioritize the development of positive relationships, empathy, self-regulation skills, and problem-solving abilities. We create opportunities for children to express their emotions, build resilience, and develop a strong sense of self.

In our program, we value the role of the teacher as a facilitator and guide. Our teachers are trained professionals who observe, listen, and respond to each child’s individual needs and interests. They create an environment that encourages curiosity, independence, and creativity. They also collaborate with families to ensure a strong partnership in supporting the child’s growth and development.

We celebrate diversity and promote inclusivity in our program. We embrace and respect the unique backgrounds, cultures, and abilities of all children and their families. We strive to create an environment that encourages respect, understanding, and acceptance.

Above all, our program is designed to inspire a love of learning. We aim to instill a lifelong curiosity and a thirst for knowledge in each child. We provide a rich and stimulating environment with a wide range of materials and experiences that support children’s cognitive development, language skills, and critical thinking.

Through our strong program philosophy, we are committed to ensuring that each child receives the highest quality care. We believe that by nurturing their curiosity, supporting them, and ensuring the child is put first, we are setting them on a path to success.

**Days and Hours of Operation**

**Shaker CEC** will operate Monday through Friday from 6:30am until 6:30pm. The program will close to observe the following holidays: New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Good Friday, Easter, Labor Day, Memorial Day, Independence Day, Juneteenth, Thanksgiving, and Christmas. If the holiday falls on a weekday we may close the day before/after along with the holiday. You will be notified in advance regarding holiday observance.

The center also observes the right to close the center for two (2) professional development days per year, in which the dates will be communicated in advance.

*\*Full tuition is due for the weeks in which a holiday or a professional development day may fall as staff is paid for the holiday and all professional development.*

*\*In the event of illness, full payment is expected, except for an extended illness. An extended illness is considered an illness that keeps the child out of the center for more than 5 consecutive weekdays. Half payment is required for extended illness to maintain the child’s enrollment.*

Should occasions arise when tuition payments are due and unpaid, the following policy may take effect:

“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 enrollment due to delinquent payments.”

**Payment Policies/ Tuition**

Tuition:

Infant Rate (3 weeks-18 months) Full-Time: $260.00/week

Infant Rate (3 weeks- 18 months) Part-Time: $160.00/week

Toddler Rate (18 months- 3 years) Full-Time: $230.00/week

Toddler Rate (18 months- 3 years) Part-Time: $ 160.00/week

Preschool Rate: (3 years- 5 years ) Full-Time: $205.00/week

Preschool Rate: (3 years- 5 years) Part-Time: 160.00/week

Schoolage Rate: (5 years- 14 years) Full-Time: $180.00 (Summer)

Schoolage Rate: (5 years- 14 years) Part-Time: $130.00 (School Year)

**Payment is expected on a weekly basis, the Friday before the service week. Once a child’s enrollment or re-enrollment date has been confirmed, there will be no refund of tuition.**

**Payments will be set up to be invoiced to you via email, which you can make your payment directly on WAVE, CLOVER or BRIGHTWHEEL, or come in the office and make payment directly to payment merchant. Other forms of payment include cash and check. \*** Any parent who has had one (1) check returned by the bank will have to make all future payments in cash or debit card.

**Shaker CEC** recognizes that inconveniences can occasionally arise which make tuition payments a hardship, however, we are sure you can appreciate that our expenses continue to accrue 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 enrollment.

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

-Each Tuesday a late fee of $50.00 will be added to your account for any tuition that is one (1) or more weeks behind. The late fee can be added to your account in a lump sum equaling the weeks’ delinquent.

- Accounts which are three (3) weeks in arrears, the result may be termination of your families’ enrollment.

-The director may make every effort to work out past due arrangements with parents who communicate their situation and adhere to an established payment schedule. Payment schedule will be determined by director/administrator/ owner and parent. If payment schedule is not kept, then immediate termination may follow.

Other payment policies:

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

-Publicly funded childcare (PFCC) is also accepted.

-If you have a PFCC copayment, that is due the Friday before upcoming week of attendance.

-For families approved for PFCC if your child is absent due to illness or another reason and does not attend for the week, you are not responsible for copayment for that week

**Shaker CEC** will take legal action to recover any unpaid tuition and late fees.

All checks are made payable to “Shaker Child Enrichment Center”. Our tax id number is available upon request.

**Registration Fee**

There is a non-refundable registration fee required for the purpose of processing the necessary papers, administrative fees, and document uploads. The fee is $50.00 per child.

Fee payments can be made by cash, debit/credit card, or check. There will be $20.00 returned check fee for any check that is returned unpaid. Any parent who has had one (1) check returned by the bank will have to make all future payments in cash or debit card.

**Late Fee**

In the event you have arrived to the center to pick up your children there is a $2.00 per minute, per child late fee. The late fee is due at the time of the infraction and should be paid to the childcare staff member that is staying late with your child. This payment may be extended to the next day depending on the circumstance but must be paid by the date the admin informs you of. Consistent late occurrences to pick up children may result in tuition costs raising up to $50.00 per week, per week child or termination of childcare services.

**Admissions**

A child is considered to be enrolled into the center ONLY after the registration fee has been received, the administrator confirms the availability of space and the required documentation 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 readily available for your child’s caregivers. A medical form signed by a physician or certified nurse practitioner is required and must be submitted with 14 days of admission. All forms are updated annually. \*If you enroll your child full-time, they must attend no less than 25 hours a week. If they are enrolled parttime they must attend no less than 10 hours a week. If they are PFCC approved and utilize all their absence days then you will become responsible for payment if your child is in attendance. All attendance issues may be reported to ODJFS and may result in termination of your PFCC benefits.

**Licensing**

At the end of this handbook, you will find an attachment about licensing and other valuable information. Please take the time to review this information. The center’s licensing record is available upon request from the ODJFS. The childcare center’s operating license is available for review at request. (Page

**Basic Daily Schedules**

**Infant/Toddler/Pre-School basic daily schedule:**

6:30am – 7:30am Arrival/greetings/ handwashing/ free play

7:30am – 9:00am Breakfast/diapering/toileting/handwashing

9:00am- 10:30am Developmental activities and experiences

10:30am- 11:00am Clean-up/Handwashing/diapering/toileting/handwashing/AM snack

11:00am- 11:30am Outdoor play/ indoor gross motor/ handwashing

11:30am- 12:00pm Free play/handwashing/toileting/diapering/ prepare for lunch

12:00pm- 12:45pm Handwashing/ Lunch

12:45pm- 1:00pm Toileting/Diapering/ Handwashing/ prepare for nap

1:00pm- 3:00pm Nap time/quiet activities for children who do not nap

2:30pm- 3:00pm Diapering/toileting/handwashing/set up for PM snack

3:00pm-3:45pm Handwashing/snack time

3:45pm- 5:15pm Outdoor play/indoor gross motor/handwashing

5:15pm- 6:30pm Diapering/ toileting/ handwashing/ free play quiet activities/depart

**School-Aged Basic Schedule (during school session August-June)**

6:30am- 7:30am Arrival/ greetings/handwashing/free play

7:30am- 9:00am Breakfast/handwashing/children transported to schools

School Day

2:00pm- 3:00pm Arrival from school/handwashing/ restroom/quiet activities

3:00pm- 4:00pm Arrival from school/handwashing/ PM snack

4:00pm- 5:30pm Homework/technology/reading/small groups/games

5:30pm- 6:30pm Outside play/indoor gross motor activities/handwashing/departure

**School-Aged Basic Schedule (Summer June-August)**

6:30am-7:30am Arrival/handwashing/greetings/free play

7:30am- 9:00am Clean up/restrooms/ handwashing/ breakfast

9:00am- 12:00pm Tribes/structured classroom activities/ field trips/ arts and crafts/ developmental activities and experiences/clean up

12:00pm- 1:00pm Handwashing/restrooms/clean up/ lunch

1:00pm- 4:00pm Outside play/parks/movies/quiet activities or games/technology

4:00pm- 4:30pm Group discussion/handwashing/restrooms/ PM snack

4:30pm- 6:00pm Free play/arts and crafts/clean up

6:00pm- 6:30pm Clean up/handwashing/ depart.

**Staff/Child ratios and group size**

At the center we will not exceed the following state required ratios:

Infants (0-12 months) 1:5 or 2:12

Infants (12 months- 18 months) 1:6 or 2:12

Toddlers (18 months- 30 months) 1:7

Toddlers (30 months- 36 months) 1:8

Preschool (3 years- 4 years) 1:12

Preschool (4 years- 5 years or eligible for K) 1:14

School-Age (5 years- 14 years) 1:18

Ratios for toddlers and preschool aged children may be doubled at nap time as long as children are resting quietly and there is enough staff in the building.

The maximum group sizes are as follows:

12 Infants

14 Toddlers 18-30 months

16 Toddlers 30-36 months

24 3 years old

28 4-5 years old

36 School-aged 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, lunchtime, outdoor play or special activities.

**Opportunities for parent involvement**

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

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

Brightwheel and Remind apps are two of the ways you will be informed regarding the center’s scheduled activities. We may also send out newsletters with children as necessary. Volunteers to assist with contributing and maintenance of bulletin boards, as well as contributing and publication of newsletters are welcomed.

**Fund Raisers:** Fundraisers are scheduled during the academic 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 welcome, 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 administrator will be happy to provide further details.

**Parent/Provider meetings**

Several opportunities are provided for parents and families to meet with the childcare staff members. Upon arrival and pick up you are able and encouraged to talk to the staff responsible for your children about their day and/or special needs and requests. We conduct parent involvement opportunities in each class throughout the year. Families are encouraged to sit with their child when they go through the initial enrollment process and through/out the program as well.

We hold parent teacher conferences twice a year in which we discuss observations, assessments, and screening results. At these conferences we discuss yearly goals or establish them, and also we complete a survey to ensure the provider and family relationship is fulfilling for all parties involved but especially the child.

We also send pertinent information through Brightwheel and Remind that will fulfill the observations needed through pictures and brief descriptions of the activities engaged in, and the benefit of the activity for the child.

**PLEASE NOTE:** Enrollment and participation is REQUIRED in Brightwheel and Remind. If your child is enrolled in the center, then you must ensure you have access to the communication apps. Most of the necessary communication is done through these apps. You are required to make sure you always have access, and the apps are working properly on your end.

**Breastfeeding support**

We will serve pumped breastmilk to the children whose 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 your child to have proper feedings. If your child runs out of breastmilk you will be called and required to provide more milk or feed your baby in the center.

You are always welcome to feed your child in a private area located in the back of the center or in one of the offices that will be clean and private for you and your baby.

**Enrollment Information**

Your child is officially enrolled in the center once the following procedures have been completed:

An enrollment packet must be completed entirely and turned into administration. Enrollment packets can be obtained from the center’s website, it can be emailed, sent digitally, or you can schedule a time with center administration to pick one up.

The enrollment packet includes “Child Enrollment and Health Information for Child Care” This required form contains basic enrollment and health information for your child. It must be reviewed yearly, and updated as needed, but any changes to the information on the form must be provided to administration immediately so your child’s information is always current.

The enrollment packet includes a “Child Medical Statement”. Your child will not be considered enrolled, and a start date cannot be established until there is a current medical statement on file. We understand that an appointment may be needed for the document to be current, so we may establish a start date if the child’s medical document can be completed within 20 days of the start date. The medical statement must be updated every 12 months until the child starts kindergarten. Children who attend kindergarten and elementary school are exempt from this requirement.

The enrollment packet also contains “Routine Trip Permission Form”, “Family Information Forms”, “CACFP Food Program Enrollment Forms”, and an “ASQ questionnaire”. These must all be complete entirely before a start date can be established.

Once the enrollment packet is completed entirely you return to administration and then a time will be scheduled to start the orientation process and start date. All meetings with administration before the child’s start date are by appointment only.

**Orientation**

**S**tarting a new experience such as the first day of school or childcare is exciting for young children but it can be a difficult experience too. Through the orientation process, the child will gradually become familiar with his/her new environment. We will communicate their progress for as long as necessary. This communication can be in person, through phone call, text message, brightwheel app, or scheduled meeting. Also, during the orientation, the parent has the opportunity to become better acquainted with the teachers and daily routines.

Parents will not be allowed sit in the classroom during class time. This is to ensure a safe and distraction-free learning environment for all children and to respect the privacy of other families. We understand that parents may want to observe their child's progress, but we kindly request that they schedule a separate time with the teacher or childcare administration for such purposes. Thank you for your cooperation in creating a conducive learning environment for all our children.

***Classes are in session Monday through Friday 6:30 a.m. to 6:30 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.***

On your child’s first day at the center please be prepared to drop your child off by 9:00am with the necessary items needed per your child’s age group. Infants and toddlers will need labeled bottles/cups, labeled formula, labeled extra clothes, and labeled diapers. Preschoolers will need extra clothes and blankets. Ensure all of your child’s belongings are labeled and placed in the correct labeled bins and/or cubbies. Welcome packet attached for more information.

**Care of children without immunizations**

We will provide care for children without immunizations. The child will still be required to have a child medical statement on file and the medical statement must be signed by the physician that the child has not received any immunizations. We will make all efforts possible to minimize the risk of preventable diseases spreading and expect parents to do the same. In the event your child demonstrates any symptom of illness including: runny nose, cough, sneezing, fever, headache, body pains, discharge from eyes, chills, sore throat, nausea, vomit, diarrhea, difficulty breathing, insect bites, or any other symptom that can reflect any illness deemed by administration who is trained in communicable disease; you will be required to pick them up immediately and they must return to the center per physician’s guidance.

**Attendance Policies**

**ARRIVAL AND DEPART**

Parents are required to bring their children into the classroom and sign in on the tablet. Any special messages or special pickup notes, etc. are to be given to the teacher or communicated through Brightwheel. 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 pickup 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**

**C**hildren 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 authorized pick up form.

If an emergency arises we expect to be informed that an unauthorized person is picking up your child. This communication is required and may be sent through text message, Brightwheel, or phone call. 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.

To gain entry to the building a code is required. We expect that the code is only shared amongst the parents of the children in the center. Any other individual, authorized pick up or not, must ring bell in order to gain entry to the building. This is to ensure all children are being picked up safely and the staff knows who is always in the building. If the door entry code is given to a person who is not authorized to pick up your child, but they gain entry into the building per the code it may be assumed they are authorized. Giving the door entry code to any persons besides parents may cause termination of childcare services due to the safety of the child and others.

**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 the center before 2:30pm on the day or days of suspension.

**CUSTODY AGREEMENTS**

If there is a custody agreement involved with your child, you must provide the Center with court papers indicating who has permission to pick up the child, and the custody schedule. The Center may not deny a parent access to their child without proper documentation. The Center will also not deny any parent in the agreement three (3) authorized pick up persons. Please keep in mind, authorized persons must still gain entry to building by ringing the doorbell and should never use the door entry code.

**TRANSITIONING**

You will be notified when your child is ready to move 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 ABSENT DAY**

In the event your child will be absent for any reason you are required to inform the center of the absence as early as possible. Administration will do a wellness call on day 3 of child’s absence and no communication from parent. If 5 consecutive days pass and the child is absent and there is no communication from parent, then the child may be disenrolled and the space will be given to a family on the waiting list. Communication regarding absence can be done in person, text message, Brightwheel, or email.

**Supervision Policies**

**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 a teacher
  + The teacher checks on the children periodically every 5 minutes
  + The restroom is for the exclusive use of the center.

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.

**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.

**GUIDANCE POLICY**

**We** believe 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 the child demonstrates challenges or behaviors that require more attention from the staff, 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.

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

**Suspension and Expulsion Policies**

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 all 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.

All children are on a 2 day trial when first enrolling to make sure they are not a harm to themselves or others. If they are, they will not be fully enrolled in our program.

**Suspending**

Based on the severity of the behavior your child may be suspended for 2-7 days to work on the behavior. Ex; Biting, throwing furniture, fighting, cursing.

**Termination**

If we have been working on the behavior plan, attempted to work with outsourced help such as help me grow and beechbrook, we have suspended, and we have asked the parents to help correct behaviors. We will then terminate the child from our care. This is at our digression, depending on the risk the child puts others in or the willingness the parent has to also work with us.

Other ways to get terminated will be parents fighting and arguing with staff, unpaid childcare bills, and lack of communication with our brightwheel app, Remind app, or Docusign in regards to conferences, screenings, and plans or yearly updated forms.

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.

**Compliance with the Americans with Disabilities Act (ADA)**

**Administering Medication to children with disabilities:**

The center does not administer any medications at all. Medications may NOT be stored in a child’s cubby or bookbag. We will not administer any medication to any child, even if there is a prescription.

**Administering care procedures to children with disabilities:**

Any child requiring any care procedures will have a care plan (JFS 01236) on site that is completed with the child’s parents and center administrator. The plan will be trained to all staff that are daily caretakers for the specific child.

**OUTDOOR PLAY POLICY**

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 88 degrees. If the situation requires, we will also adjust outdoor time due to rain, threatening weather, ozone (air quality) 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.

**Food and Dietary Policies**

The center provides breakfast, lunch, afternoon and evening snacks. 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. We will meet all needs meeting 1/3 of the child’s recommended daily dietary needs.

We believe 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, we must be notified in advance so we can provide an appropriate substitution. Any food allergy will require a care plan to complete with the parent and administration and is required before enrollment starts.

NOTE; Parents may not bring food, prepared or unprepared, into the center for children to eat. Unless for field trips, special parties, activities, and religious purposes.

The content of meals, snacks and breakfast is selected from the four basic food groups:

1. Meat/ meat alternative
2. Bread and Grains
3. Fruit and vegetables – juice may be used if 100% and undiluted,
4. Fluid Milk

Meal, snack and breakfast food group requirements:

|  |  |
| --- | --- |
| TYPE OF FEEDING | FOOD GROUP |
| Meal:  (provide 1/3 of the recommended daily dietary allowances as specified by the USDA) | All of the following:   * 1 serving of fluid milk * 1 serving of meat/meat alternative * 1 serving of fruit * 1 serving of vegetables * 1 serving of bread and grains |
| Breakfast | 1 serving each from 3 of the 4 basic food groups |
| Snack | 1 serving each from 2 of the 4 basic food groups |

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

**Management of illness policies**

We 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 times 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 demonstrating 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 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. Unless schoolager has careplan and medication the can self-administer.

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. For religious purposes can substitute meat.

**Enrollment of Children without immunization**

A medical statement signed by a physician or certified nurse practitioner is required. However, we will provide care or the children without immunizations as long as a medical statement is on file and signed in the “parent refuses immunization” box. This medical must be updated every 12 months.

**Emergency, serious illness and injury procedures**

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.

**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 field/school 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.

**Transportation Policies**

We provide limited transportation between the hours of 7:00 a.m. and 5:00pm. (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. Routine permission slips are required for children that are need of transportation to and from school daily.

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 buses/vans owned by the center and a staff member with first aid/communicable disease and CPR trainings will be present in the van.

**Field Trips**

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

Field trip safety policy provides that:

-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.

-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.

-An emergency transportation authorization and the child’s health record shall be available on the field trip or special outing for each child.

-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.

-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.

-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.

-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.

-During the course of the field trips, each staff member will have specific children that they are responsible for supervising.

-All fieldtrips will be provided by our Center’s bus.

**Swimming/ Water Activities**

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. A lifeguard will be always present, and childcare 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/or 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, we will not apply the sunscreen but you are welcome to come and apply it.

**Infant Care and Diaper Care Policies**

1 Infant daily care:

The center will:

1. Allow infants to safely and comfortably sit, crawl, toddle, walk and play according to the specific infants stage of development.
2. Remove each infant from the crib, swing, infant seat, exercise seat or other equipment throughout the day for individual attention.
3. Provide each non-crawling infant the opportunity for tummy time, outside of their crib, each day.
4. Maintain a daily record (written or electronic through Brightwheel app) that is provided to the infant’s parents on a daily basis. The record shall include the following information:

-food intake

-sleep

-times and results of diaper changes

-information regarding daily activities

2. Each infant will be removed from his/her crib for all feedings. Infants shall be held or fed sitting up for bottled feedings. AT NO TIME WILL A BOTTLE BE PROPPED FOR AN INFANT.

3. Infant bottle and food preparation:

The center will:

* Prepare and serve infant food in a manner appropriate to the developmental needs of each child. The staff will consult with parents before introducing new foods. Feedings will comply with written feeding instructions from the infants’ parents (basic information form), physician, physician’s assistant, or certified nurse practitioner which will include the following:
  + Type of food, formula, and/or breastmilk.
  + Amount of food, formula, and/or breastmilk.
  + Feeding times and/or frequency of feedings.

4. Parents will update the written feeding instructions as needed.

5. We will not feed any foods, other than formula or breastmilk, to infants under 4 months of age, unless written documentation is on file from the child’s physician, physician assistant or CNP.

6. We ensure that no formula, breastmilk, or other liquids in a bottle, or foods are not heated in a microwave.

(a) Formula and/or breastmilk will be warmed in a container of hot water not hotter than one hundred twenty degrees, or we will use a commercial bottle warmer. The container of water and bottle warmer will be emptied and cleaned each day. The bottle will be shaken well and the formula or breastmilk’s temperature will be tested before feeding.

(b) Frozen breastmilk is thawed in cold water or in the refrigerator.

7. Unused formula, breastmilk, and food remaining in a container from which an infant has been directly fed will not be reheated or served again.

8. Infant formula is prepared according to manufacturers instructions or instructions from physician, physician’s asst, or CNP.

9. Open containers of ready to feed foods and concentrated formula are covered, dated and refrigerated per manufacturers instructions. Prepared food and/or formula will be discarded or sent home.

10. All bottles or prepared foods are labeled with the infants’ name and date of preparation. All formula is refrigerated immediately after preparation or upon arrival if parent has prepared formula. All commercially prepared foods are stored according to manufacturer's instructions and not served after expiration date.

11. If breastmilk is provided by parent, it is labeled with the infant’s name, the date pumped, and the date the bottle was prepared.

DIAPERING:

1. Diapers shall be changed immediately when wet or soiled or checked every 2 hours.
2. Clothing shall be changed immediately when wet or soiled.
3. When changing diapers the center will comply with the following:
4. The center shall wash all soiled areas of the child’s body with either a wash cloth, which is then appropriately sanitized, or a disposable wipe.
5. If diaper-changing surface is used to change more than one child, the provider shall place a disposable separation material between the child and the changing surface. A different separation material shall be used for each diaper change.
6. If diapering product is used on more than one child:
7. The container shall not touch the child to avoid cross contamination.
8. The product shall be administered to avoid cross contamination.
9. Center does not administer medications, lotions, or topical ointments.
10. No child shall be left unattended on the diaper changing table.
11. If restrooms are used for diapering, children who are waiting for toileting and diapering shall not be placed or required to sit directly on the floor.
12. If using gloves while diapering, the center is to use non-latex gloves.

4. The center will store and launder soiled diapers or clothing as follows:

(a) If soiled diapers or clothing are to be sent home with a parent, the center shall store the diapers or clothing for no longer than one day in an individual covered container or plastic bag away from the child’s belongings and out of the reach of children.

(b) The center shall store soiled diapers and diapering washcloths, which are to be laundered by the center, in a covered container with sanitizing solution.

(c) If soiled diapers are to be commercially laundered, the center shall hold them for laundering pickup for no longer than 7 days.

(d) The center shall store soiled disposable diapers in a plastic-lined covered container that prevents hand contamination and is not easily accessible to children and discard diapers daily or more frequently as needed to eliminate odor.

5. Toilet training shall occur based on child’s readiness and consultation with the parent regarding practices in the child’s home. The center shall ensure that toilet training is never forced.

**Sleeping, napping, and resting policies**

**E**ach child will be provided his/her own sleeping co/crib t to be used during rest period. Cots/cribs 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 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.If children do not want to sleep, they will be left on the cot with a small quiet toy or puzzle. They cannot get off the cot unless it’s for a potty break. This is so that we stay in ratio during nap times.

**CLOTHING**

**C**lothing 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 childcare 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**

**C**hildcare 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.

No outside toys from home.

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

**Evening and Overnight Care**

There is no evening or overnight care. Our hours are 6:30am until 6:00pm.

**Substitute Childcare Policies**

If childcare staff are ill and use sick days and/or vacation days, a float within the center will be used to meet the requirement for ratio. If no float is available an administrator or site supervisor will fill the role for the day. If a substitute is needed, we will utilize a substitute that we have on file who has proper requirements for working in the childcare center.

**Photography Consent Statement**

Dear Parent/Guardian:

As the parent of a child/children at Shaker CEC, I agree to the following:

I understand that my child(ren) whose enrolled at Shaker CEC may be photographed and/or video recorded during normal daycare hours, field trips, or activities. I understand that these photographs/videos may be used in promoting childcare services, either in print or on the internet.

By checking “Yes” on page 3 of JFS 01234 in our enrollment packet, I acknowledge and give permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting our childcare services. I understand that it is my responsibility to give a hand-written notice in the event I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child’s enrollment. I understand that there will be no payment for me or my child’s participation.

**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.***

**OBSERVATIONS/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 and twice a year 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, through emails, phone calls, or face-to-face conferences. This assessment will be used 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 child’s assessment results, they will notify the child’s parents during a conference 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 within 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 per administration.

Shaker CEC does **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.

**EMERGENCY CENTER CLOSING**

**Shaker Child Enrichment Center** reserves the right toclose the Center due to a various of reasons:

Power Outage:

1. If there is a power outage that affects the childcare center, the safety of the children and staff will be the primary concern. Staff members will assess the situation and determine if it is safe to continue operations without electricity. If it is deemed unsafe or impractical to continue without power, the childcare center will be closed. Parents will be immediately notified Brightwheel about the closure, indicating the reason and expected duration of closure. Parents will be requested to pick up their children as soon as possible, with a designated location for pick up within a reasonable timeframe.

Insufficient Staffing:

1. In the event of unforeseen circumstances that result in insufficient staffing to ensure the safety and care of the children, the childcare center may need to close temporarily. The center director or designated staff member will assess the staffing situation and determine if it is necessary to close the center. Parents will be promptly notified via brightwheel about the closure, providing a clear explanation for the closure and expected duration. Parents will be requested to pick up their children as soon as possible, with a designated location for pick up within a reasonable timeframe.

Severe Weather Conditions:

1. The childcare center will follow local government guidelines and recommendations regarding severe weather conditions, including but not limited to storms, hurricanes, blizzards, or extreme temperatures. If local authorities issue warnings or advisories that may pose risks to the safety of children and staff, the childcare center will close accordingly. Parents will be notified via brightwheel about the closure, citing the specific weather condition and expected duration of closure. Parents will be requested to pick up their children as soon as possible, with a designated location for pick up within a reasonable timeframe.

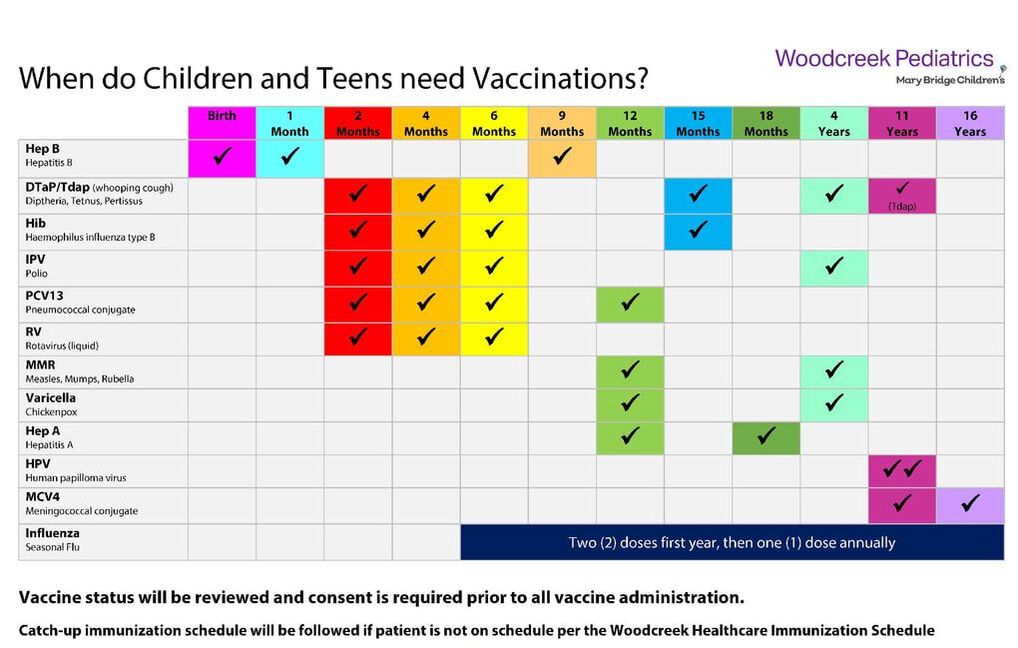
**HEALTH AND COMMUNICABLE DISEASE MANAGEMENT**

**I**n 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 should be immunized according to the following schedule.

**ACIP RECOMMENDED SCHEDULE OF VACCINATIONS FOR ALL CHILDREN**



***Vaccine 2 Months 4 Months 6 Months 12 Months 15 Months 4-6 Years***

***Before school entry***

*DTP STP DTP DTP\* DTP*

*POLIO POLIO POLIO POLIO\* POLIO*

*MMR MMR\*\* MMR\*\**

*HIB Hhoc HbOC HbOC PRP-OMP HbOC*

*Option 1 PRP-OMP PRP-OMB*

*Option 2*

*Option 3 PRD-D*

*Vaccine At Birth 1-2 4 Months 6-18*

*(Before Months Months*

*Hospital*

*Discharge)*

*HBV*

*Option 1 HB\*\*\* HB\*\*\* HB\*\*\**

*Option2 HB\*\*\* HB\*\*\**

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.

**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 Euclid Early Enrichment Center and have had the policies reviewed with me. I agree to follow all policies outlined within.

Signature of parent/guardian

I acknowledge that signing page 4 of ODJFS required JFS form 01234 (Child Enrollment and Health Information for childcare) will suffice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_