

Center Program Information

First Baptist Church Day Care
4500 Riverview Avenue
Middletown, Ohio 45042

Phone: 513-423-5511

FAX: 513-649-8153

Center opens at 6:00 a.m. and closes at 6:00 p.m.

Monday through Friday

January through December

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Philosophy

The First Baptist Church Day Care Center is a ministry of the First Baptist Church, Middletown. It is a service to the community born out of the church's conviction that children are precious in the sight of God, and that we are called to care for them in a responsible way. Hence, it is our goal to provide the best possible environment for the unique development of each child.

While we are an American Baptist Church, it is always our intention to create a Christian environment as opposed to a Baptist environment. We shall always respect the wide variety of faith traditions while affirming the loving Creator who cares for all children as we seek evidence of His presence in the world. Within this perspective, it is our goal to enable children to develop a positive self-image and a strong self-esteem.

Programming within the Center will also be designed to enhance a child's confidence and competence in learning and the environment of daily activity will always be addressed to the personal skill level of each child. We hope that through the Center experience, each child will grow to understand that he/she need never be more than he/she is capable of being. Yet, it is also our conviction that each child must be encouraged to develop to their full potential.

Finally, it is always our perspective that we shall be concerned for the whole child and his/her well being: physical, emotional, mental and spiritual.

Rules and Regulations

License

The Center is licensed by the Ohio Department of Human Services (Human Services) under Ohio Revised Code 51.01:2-12. A copy of the Code is available for review upon request. We are inspected twice yearly by Human Services and annually by the Middletown Division of Fire. Currently, we are licensed to serve:

Twenty-two	full-time non-toilet trained toddlers
Sixty-four	full-time preschool children
Forty-five	full-time school age children

The license of the First Baptist Day Care can be found near the east wing doors over the parent information table, on the Parent Bulletin Board. Any other information is available by writing to:

Ohio Department of Human Services
Child Day Care Licensing
65 E. State Street, 5th Floor
Columbus, Ohio 43215

Any changes will be posted on the Center's license, located on the Parent Bulletin Board.

The Center enrolls children on a first come, first serve basis, without regard to race, creed, religion, national origin or disability. We maintain a waiting list and call in order of application when openings arise.

Ratio

In accordance with state regulations, there are:

Seven Toddlers (18 months to 36 months) to one staff member.
Eight Busy Bees (30 months to 36 months) to one staff member.
Twelve Honey Pots (3 years to 4 years) to one staff member.
Fourteen Big Birds (4 years to 5 years) to one staff member.
Eighteen School-agers (K-6th grade) to one staff member.

Class Size

Each small group (class) shall be assigned a home base. The maximum class size shall not exceed twice the Staff/Child ratio. The class ratio is set based upon the age of the youngest child in the class.

Child Care Food Program

The Center operates a United State Department of Agriculture Food Program regulated by the State of Ohio Department of Education, CACFP, 25 S. Front Street, MS 303, Columbus, OH 43215-4183. We are required to provide lunch over the noon hour for all children enrolled in the Center.

Menus are posted on the Parent Bulletin Board, located on the top floor near the east stairwell. Meal times and content are as follows:

Breakfast (8:30 and 9 a.m.) consists of grain, fruit/vegetable and milk
Lunch (11:30 and 12 p.m.) consists of meat, fruit/vegetable, grain and milk
Snack (3 p.m., after nap) consists of two of the four basic food groups

If child need a menu substitution because of medical needs, parent will need to provide supplement and secure written information from your physician regarding this. Please speak with the administrator for more details.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial and parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Staff Policies and Procedures

The Center is an Equal Opportunity Employer. A thorough character reference check is made on each applicant seeking a position with the Center, so that only caring, qualified personnel are hired. A high school diploma is the minimum educational requirement for all Staff. Continuing Education is provided by the Center in areas such as Early Childhood Development, First Aid, Child Abuse, and Child Neglect. A handbook outlining terms of employment, as well as policies is given to each staff member.

Supervision of Children Information

Center's Arrival and Departure procedure which assures supervision of children at all times.

In adjusting to the Center, it will help if your child knows you are happy and comfortable about leaving him/her in our care. Your positive attitude will help immensely. If your child clings to you, a quick leave after an affectionate and reassuring good-bye makes things easier.

If a child fails to make a satisfactory physical and emotional adjustment to the program or the environment, withdrawal may be requested. Re-enrollment at a later date may be considered.

If there is an event in your child's life that would help us to understand and help him/her, please let us know. Be assured that any personal communications will be completely confidential.

When you are ready to enroll your child in our center, we will need the necessary paperwork filled out completely. Your child's health information will be needed for admission.

To Bring or Not to Bring

Acceptable items to bring include:

1. An item for Show and Tell Day (day decided by classroom teachers). The item must be small enough to fit in the child's cubby, and not be of great value. Please write the child's name on each item.
2. Special treats for everyone. We do have birthday observances, and like to share in special occasions. Bringing a treat is not necessary or expected, and is left to the discretion of the parent. Please contact your child's teacher prior to bringing special occasion treats.
3. Parents at anytime. If you wish to stay for lunch, please give advance notice.

Please DO NOT allow your child to bring food, chewing gum, money or toys (except if a toy is for Show and Tell Day).

Parent Responsibilities

1. **Child arrival and pick-up:** parents are responsible for the safe placement of the child into the designated room. The Center opens at 6:00 a.m. All children will be supervised at all times.

Please be prompt about picking your child up by 6:00 p.m. If an emergency arises, please phone us at (513) 423-5511 at any time. Please advise the Staff when someone not on the list of people you authorized to pick up your child will be taking him/her. If staff is not advised and parent cannot be reached, child will not be released.

2. **Attendance:** The parent is responsible for advising the Center when a child will not be in attendance. This is particularly important for school age children who normally arrive on buses. If your child will be unusually late, please call the Center. In the event daycare is to be provided for periods in excess of those hours for a school-ager set forth above such as during an in-service or snow day, then an additional charge of \$12.00 per day shall be levied and paid. When a program is delayed or canceled the children will remain in the Center. Weather related closings will be determined at the sole discretion of the Day Care Director. In the event that the Day Care is closed or delayed due to bad weather, you can listen to 95.3 FM, 95.7 FM, 99.1 FM or 1290 AM or watch WHIO TV Channel 7 for the announcement. Tuition refund consideration will only be given after an accumulation of more than two (2) such closings in a calendar year (Jan. – Dec.)

3. **Custody Arrangements:** The Center will comply with any and all custody arrangements pertaining to the child.

4. **Transitioning Toddlers** into next age group: When a decision has been reached between parent and staff regarding to transitioning their child; transition procedure will be as follows:

Day 1 – child stays in room for 60 minutes.

Day 2 – child stays in room through lunch period

Day 3 – child stays in room through lunch period

Day 4 – child naps

Parents will receive a written form to sign and agree to transition schedule.

5. **Conference:** Parents or teachers may arrange conferences upon request at anytime.

The Director is available for calls any day, and parents are welcome at any time to meet with the Director. Arrangements at other times can be

made at your convenience with prior notice either by telephone or written request.

Parents are welcome to visit Day Care at anytime.

6. Communications: A note is often the best method of communications, and avoids having to discuss sensitive matters in front of children.

Newsletter and notices will be placed in your child's cubby. Please check it daily for important messages and work your child has done. Also, take note of information on the parent's bulletin board. Our monthly calendar lists our activities for parents/guardians to participate at the center with their child.

7. Support: During the second week in May each year, we have an Open House which includes a program by the children. Please set this time aside for enjoying your child's work. It is great fun and important work – the grand finale of the school year.

We are most grateful for supplies such as paper products, containers, trays, good toys your child has outgrown (including books, records or cassette tapes), material and scraps from arts and crafts as well as objects collected on outings or vacations. Such items will be put to good use in the classrooms.

Curriculum

Preschool Learning Areas

There are seven preschool learning areas stressed in our center. They are listed below along with activities to enhance their development during the day care day.

1. Self Image
 - a. Large and small muscle activities
 - b. Body part recognition
 - c. Art activities
2. Language
 - a. Show and tell activities
 - b. Stories, songs, finger plays
 - c. Dramatic play
3. Senses and Perception (kinesthetic, auditory, visual, taste, smell)
 - a. Science activities
 - b. Matching games
 - c. Music activities
 - d. Listening games
4. & 5. Relationships and Classification
 - a. Math activities

- b. Opposites and sizes
- c. Board games
- d. Color identification
- e. Letter identification and name recognition

6. & 7. Problem solving (material and social)

- a. Puzzle
- b. Block building
- c. Math games
- d. Free play (indoors and outdoors)
- e. Interaction with other children

School Age Learning Areas

The school age child care program (SACC) is a cross between a social club, arts and craft class, and a media center. We try not to duplicate the curriculum being taught in school.

We provide enrichment activities, and an outlet for energy, creativity and emotions. After a hard day at school, often quiet activities are favored, and books or just resting are welcome. School age children are welcome on days off and on snow days.

The daily schedule may vary due to variation in times for departure for and return from school. The size and age of the group as well as weather conditions are considered in arranging SACC activities. Schedules for activities are posted on the Parent Bulletin Board. Summer field events are posted and flyers passed out at the start of each session.

Summer Day Camp

The summer program provides activities to broaden the experiences of the children in an educational and recreational environment. Resource people, community recreational areas and institutions, crafts games and media center activities are used to provide a summer program that permits children to develop concepts and values necessary for growth.

Outdoor Play

The center shall provide outdoor play each day in suitable weather for toddlers, preschool and school children in attendance for four or more consecutive daylight hours. No child will be kept inside while the group goes outside. We will not go outside in hazardous weather or due to a safety issue. If we are unable to go outside, we will stay indoors for large muscle play.

Please dress your child in comfortable, easy to fasten clothing that he/she will be able to remove, pull up, hang up, etc., on his/her own. Consider the weather and our outside play policy in your choice of clothing. We will help children change clothes and prepare for special events if we are asked.

Extra clothing: A complete change of clothes should be on hand for your child at all times. Please replace used items the next day. Mark the clothing with your child's name. The Center has a limited supply of extra clothing that will be used in the event your child is in need of a change of clothing.

Guidance and Management Policy

Administration

Child care staff members assigned to supervise a child or group shall be responsible for their guidance and management.

Behavioral management will be administered in an objective manner. Children will be addressed in a quiet, calm manner using "face-to-face" contact. The Staff will use minimum amount of restraint necessary to protect the health and safety of the child or other children. We encourage desirable behavior through guidance, understanding, patience and love.

Methods of Guidance and Management

1. Child sits apart from other children. A child that harms or threatens harm to another child will sit apart from the other children. If the behavior persists, the child may be isolated (see 2 below). The parent will be notified.

2. Child sits in isolation. Acts of intentional harm, such as injuring another child with an object, or biting, results in isolation. Three isolations in a two-week period results in a parent-Director conference and a "day-out". A subsequent isolation in the two weeks immediately following the first day-out, will result in further action or possible withdrawal.

*Specifications of Rule 22 of the Licensing Regulations.
Applies to all employees of the center.*

Procedures for Emergencies and Accidents

Health Status – A Child Care Staff member with current valid training in the management of communicable diseases shall observe each child upon arrival and throughout the day for symptoms of possible illness or contagious disease. Contagious disease charts are posted throughout the building for Staff use, and according to state regulations, a Staff member trained in First Aid and Communicable Disease Management must be in attendance at all times.

Information necessary to reach parents, or alternate, in case of emergency is kept in each child's personal folder. Parents are notified immediately upon suspicion of possible illness and a report of the problem placed in the child's folder. The Director is notified.

A child with any of the following signs or symptoms shall be immediately isolated (under care of a Staff member) from other children. If the Staff member questions immediate versus later-in-the-day discharge, the decision will be made by the Director in cooperation with the parent or guardian. Signs and symptoms to be noted are as follows:

- a. Unusual spots or rashes
- b. Sore throat or difficulty in swallowing
- c. Elevated temperature
- d. Vomiting
- e. Evidence of lice, scabies, or other parasitic infestation.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharge to his parent or guardian:

- a. Diarrhea (more than one abnormally loose stool within a 24 hour period)
- b. Vomiting more than one time
- c. Severe coughing, causing the child to become red or blue in the face or to make a whooping or barking sound.
- d. Difficult or rapid breathing
- e. Yellowish skin or eyes
- f. Redness of the eyes – obvious discharge, matted eyes, burning, itching
- g. Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness.
- h. Untreated infected skin patch(es), unusual spots or rashes
- i. Unusually dark urine and/or gray or white stool
- j. Stiff neck with an elevated temperature

We will no longer administer a fever-reducing medicine at 1 p.m. to a child. If your child has a fever, or he/she is not feeling well the he/she needs to be at home. If your child has fever over 100 degrees, or is sent home from Day Care with one, he/she will need to stay out of the Day Care for 24 hours and may return when fever and symptoms are gone. Your child will need to stay out of Day Care for forty-eight (48) hours if he/she has been diagnosed with any form of strep, scarlet fever, pneumonia, croup, pink eye, diarrhea, vomiting or any form of the flu. A child may return to Day Care with a doctor's excuse or when all symptoms are gone and temperature is normal. If a school age child does not attend school for any physical reason they will not be able to come to Day Care that day either. It is the policy of First Baptist Day Care to have control of school age children's medicine. Parent is to notify us when they need it and the proper paperwork filled out and medicine will be administered.

Injuries – 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 and 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.

Dispensing Medication – Medication will be administered between 12:00 noon and 1 p.m. As required by State licensing, written instructions for use must be supplied on the form requesting dispensing of medication. If your child's medicine is to be given twice daily, you will need to give both doses at home. Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than three days without instructions from a physician.

The Mildly Ill Child -- The Day Care Center will care for the "mildly ill" child, which is defined as:

- a. A child who is experiencing minor cold symptoms, but who is not exhibiting any of the symptoms specified earlier.
- b. a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified earlier.

If a child exhibits any of the afore mentioned symptoms, the child will be isolated and the parent notified.

Parents are notified of the outbreak of contagious disease through a parent letter and the Parent Bulletin Board. For example: chicken pox, head lice, scabies, etc.

Safety Policies

The following policies and procedures are in effect at the Day Care Center:

1. A Staff member in charge of a group of children shall be responsible for their safety.
2. No child will be left alone or unsupervised.
3. Each child's arrival will be acknowledged by the Staff member in charge of the group. The child will be greeted and observed for good health as he enters the Center. The child's name shall be marked on the enrollment list.
4. The departure of each child will be noted and his name marked off the attendance sheet. No child will be permitted to leave until a Staff member has seen the adult he is leaving with. Staff should be familiar with the release form for each child, and messages regarding release changes left on the clipboard.
5. Staff has immediate access at all times to a telephone.
6. A monthly Fire Drill will take place at varying times each month. Storm drills and emergency weather drills will be done at appropriate times of the year. A fire and weather alert plan is posted in each classroom for Staff in the event of such an emergency.
7. The Medical Emergency Plan and Health Checks will be posted by each telephone. 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.
 - a. Threat of Violence: Secure children in the safest location in the building or outside. Take attendance roster, contact 9-1-1/Police. Follow instructions from authorities, account for all children with name to face attendance, notify parents as soon as possible, complete an incident report for parents.
 - b. Threat of Disaster: In case of indoor flood, take all children and attendance sheet outdoors and contact parents for an early pick-up. In all other situations, all children and staff will proceed to the weather wall.
 - c. Loss of power, heat or water: Assess length of time for loss, if for an extended time, contact parents that the center will be closing and children should be picked up.
 - d. Should we need to evacuate due to fire, we will exit the building for our designated meeting place which is the sidewalk on top of the hill, back of the building.
 - e. If emergency evacuation (bomb threat, gas leak etc.) our

emergency primary evacuation spot is sidewalk top of hill, back of building. If necessary to proceed to our secondary evacuation location, it is behind play ground on the hill in the field.

8. The Field Trip Plan will be observed whenever a child is transported in a vehicle.
9. No spray aerosols are to be used when children are in attendance.
10. All Staff members will report their suspicions of child abuse or neglect to the local Children's Protective Service Agency in Middletown. Dial 1-800-582-4267.
11. To report Licensing violations of the Center, call the Ohio Department of Human Services at 1-800-686-1581.

Transportation Policy

The First Baptist Church Day Care does provide routine transportation during the school year and provides for field trips during the summer and the school year. Therefore, we do have a transportation policy, which is required for our license. We will use the church owned vehicle when transporting children.

For routine field trips, there must be written permission from the parent or guardian. This permission must include the following:

1. The child's name.
2. The specific destination (with directions to destination).
3. The dated signatures of the parent or guardian.
4. Date of the field trip and the approximate time frame the children will be on the trip. This is required for all trips.

Written permission shall be considered valid for all routine trips shall be updated annually or until withdrawn by the parent or guardian.

The following will be available on routine trips and field trips:

1. The First Aid Supplies
2. The emergency transportation authorization form for each child.
3. The health record of any child with allergies, handicap, or health conditions which require special procedures or precautions during the course of the trip and the supplies needed to provide the treatment and CPR.
4. A record (attendance sheet) listing each child on the trip.

Each child on the field trip shall have identification attached to himself containing the Center's name and address and telephone to contact in the event the child becomes lost.

At no time are children to be left alone in the vehicle.

Sample Daily Schedules for all age groups

Daily Schedule: Busy Bees

Morning:

- 6:00 – 8:00 Free Play, All groups together
- 8:00 - 8:45 Monday: Block room; Tuesday – Friday: Table work
- 8:45 – 9:00 Clean up and Bathrooming, Story time
- 9:00 – 9:30 Breakfast
- 9:30 – 9:50 Circle Time – Jobs, Calendar, Weather, Counting Bees
- 9:50 – 11:30 Two Groups: Special Art Projects & Free Play Housekeeping, Block room, Outside as weather permits
- 11:30 – 12:00 Music and Story time
- 12:00 – 12:30 Lunch
- 12:30 – 1:00 Bathroom, Ready for Cots, Hugs

Daily Schedule: Big Birds and Honey Pots

Morning:

- 6:00 – 8:40 Free Play, Art, Floor Work, Puzzles, etc.
- 8:40 – 9:00 Clean up and Story or Discussion
- 9:00 – 9:30 Breakfast
- 9:30 – 11:30 Group Activity: Language Development, Concept Formation, Music Dramatic Art, Table Work, Art Activity, Readiness Work, Individual and Small Group Work
- 11:30 – 11:40 Clean up
- 11:40 – 12:00 Bathroom, Story Time
- 12:00 Lunch

Daily Schedule: Toddlers

Morning

- 6:00 – 8:10 Table and Floor Work
- 8:10 – 8:30 Cleanup and get ready for Breakfast
- 8:30 – 9:00 Breakfast
- 9:00 – 9:30 Circle Time: Weather, count friends, finger plays, music and calendar
- 10:00 – 11:00 Two Groups: small motor skills, large muscles
- 11:00 – 11:15 Get ready for lunch
- 11:15 – 12:00 Lunch
- 12:00 – 12:30 Free play, getting ready for nap

Afternoon Preschool and Toddlers

- 12:30 – 1:00 Ready for afternoon rest time
- 1:00 – 3:00 Quiet time for those children who wish to rest, nap or sleep
- 3:00 – 4:00 Bathroom and snack when the child gets up from rest
- 4:00 – 5:30 Children have free play after rest: Big Muscle, Story Area, Wheel Toys, Climbers, Big Block; Tunnel, Sand Play, etc.

5:30 – 6:00 Clean up, Story, Group Discussion
All Staff leaves the building – Lock Up.

S.A.C.C. daily schedule may vary due to school year. We consider the size and age of the group and the weather. The schedule is posted in the area used by this group and field trip policy will be observed when appropriate. Program events for the summer will be sent home in late spring for those activities.

1. First Baptist Day Care has a roster of all children which is available upon request, in the Day Care office.
2. Parents are welcome to visit Day Care at any time. Please notify administrator upon entering premises.
3. Our communicable disease chart is located outside the Day Care office above the sink.
4. Upon employee illness with a temperature of 100 degrees or higher, or vomiting/diarrhea, the employee is sent home and a substitute place in their area.
5. Our staff has ongoing training in Child Abuse, First Aid, CPR and Communicable disease through Training Express or other in service approved by licensing. We are constantly updating our in service hours.
6. Child's enrollment and health information needed for admission.
7. First Baptist Day Care Center will provide breakfast, lunch and snack.
8. Center's Tax ID# provided to parents/guardians upon request.
9. A copy of the center's written policies are available at First Baptist Day Care Center for review at all times.

Swimming Policy

The First Baptist Day Care School Age (1st thru 6th grade) Summer Program includes swimming field trips. We will swim at Franklin Community Pool.

1. The children are tested by the lifeguards at the beginning of summer to determine where they can swim (deep end or shallow). The school age staff supervises the children at all times while swimming. An additional staff will go with the children. All children will go to the pools, however, if they want to sit out they may. No one will stay behind at Day Care because of staffing. Staff in attendance at pool will be post positioned around pool counting children as they participate in water play.

We request that parents inform us as to whether their child is a swimmer or non-swimmer. Written parent/guardian permission is required for swimming activities.

2. Child Care Staff members shall review swimming and/or water safety rules with children each time they participate in water activities.

Ohio Department of Job and Family Services Center Parent Information Required By Ohio Administrative Code

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

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

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

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

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services.

It is unlawful for the center 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. 12101 et seq.

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

FIRST BAPTIST CHURCH DAYCARE AGREEMENT

We, the staff of First Baptist Church Daycare, wish to provide daycare for (child's name) _____ in a Christian Environment.

It is hereby agreed as follows:

The parent or guardian agrees that he or she shall pay the current fee of \$_____ (weekly/biweekly) in advance for the care of said child Monday through Friday. If a holiday falls during the week, the charge will be the same as any other week. In the event daycare is to be provided for school-agers in excess of those hours set forth if there is an in-service or snow day, then an additional charge of \$12.00 per day shall be levied and paid. The parent or guardian further acknowledges that he or she has also paid an enrollment fee of \$15.00 in addition to all other fees or costs required under this agreement. If the child is not picked up by 6:00 p.m. there shall be an additional fee of \$6.00 per quarter hour per child thereafter to be paid which is assessed for the purpose of paying for overtime staffing. The parties further agree that the rates may be adjusted from time to time upon thirty days notice in writing. The payment of the fees is to provide for a place in the day care program for the child and illness or absence of the child from the program will not result in a reduction, credit or refund of the fee. If payment is not made within one week, a letter will be sent telling the parent or parents they are in arrears, and have five working days to pay or their child will be dismissed. In the event of a serious illness, hospitalization, death of a family member or other substantial personal hardship, the parent(s) or guardian may make an application for relief under this agreement to the Daycare Director for non-payment.

During the year (our year runs January – December), the child may use vacation for up to one-week without withdrawing from the program. The one-week vacation privilege shall not be used on a day to day basis. In the event the child is withdrawn from the program for the summer months and the parent or guardian wishes to reserve his or her place during the school year, the place in the program may be reserved by paying a fee of \$40 (non-refundable) per child to reserve his or her place, on their last day of attendance. If you chose to withdraw for June, July and August, you will not be eligible for the one-week vacation.

In the event a check is not honored by the bank upon which a check is issued, there shall be a \$15.00 charge assessed in addition to all other fees provided for herein.

The parent(s) and/or guardian acknowledge(s) that he/she have received a copy of the First Baptist Church Daycare Handbook and have read the handbook and will comply with any regulations therein as well as any State of Ohio regulations which may be imposed with regard to the operations of a daycare facility.

The parent(s) or guardian shall give two weeks notice of withdrawal of any child from daycare or be liable for any fees, which would otherwise have accrued.

Day Care Tuition Fees Effective April 1, 2012

PRE-SCHOOL

2 Half Days	\$ 45.00	2 Whole Days	\$ 63.00
3 Half Days	\$ 56.00	3 Whole Days	\$ 81.00
4 Half Days	\$ 76.00	4 Whole Days	\$ 103.00
5 Half Days	\$ 87.00	5 Whole Days	\$ 113.00

KINDERGARTEN – A child that is put on and received from school is a whole day student.

KINDERGARTEN – A child that is only put on or received from school is a half day student.

DISCOUNT: Applies only if attending full time, 5 whole days.

When family includes more than one child, they will be combined as follows:

Child #1	(highest fee)	100% of tuition fee
Child #2		\$25.00 discount off tuition
Child #3		\$25.00 discount off tuition fee

SCHOOL AGE CHILD CARE

SCHOOL DAYS

FIRST GRADE – SIXTH GRADE

FULL TIME (5 days) A child that is put on and received from school

	\$ 65.00 per week
Child #2 – put on and received, 5 days	\$ 56.00 per week
Child #3 – put on and received, 5 days	\$ 45.00 per week
A child that is put on only	\$ 40.00 per week
A child that is received only	\$ 42.00 per week

PART TIME

A child that is put on only	\$ 20.00 per day
A child that is received only	\$ 20.00 per day
A child that is put on and received	\$ 20.00 per day

School holidays should be arranged with the Director.

\$20.00 Van Transportation fee if applicable. \$10.00 each way.

School age child is charged the preschool rate during the summer and holidays.

School age summer field trip fees will be in addition to weekly tuition.

TODDLER CARE

2 Half Days	\$ 60.00	2 Whole Days	\$ 82.00
3 Half Days	\$ 75.00	3 Whole Days	\$ 94.00
4 Half Days	\$ 88.00	4 Whole Days	\$115.00
5 Half Days	\$ 109.00	5 Whole Days	\$129.00

**Verification of Parent/Guardian Review and Receipt
Of Center Policies and Procedures**

(5101:2-12-30, OAC)

Licensing Information
Center Program Information
Guidance and Management Policy
Supervision of Children Information
Food Information
Procedures for Emergencies and Accidents
Management of Illness
Transportation of Children
Swimming Policy (if applicable)
Outdoor Play Policy
Parent Participation Policy
Evening/Overnight Care Information (if applicable)
Fee, Overtime Charges
Registration, Permanent Disenrollment Information
Enrollment and Health Information which is required for admission
Additional Center Policies (if applicable)

I have received and reviewed all of the above information.

Parent/Guardian Name (print) _____

Parent/Guardian signature _____

Date _____