

Kids



Education & Recreation

Parent Handbook

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Parent Information and Reference Guide:

Welcome to Kids Education & Recreation, a privately held and incorporated childcare center. Our program is fully licensed by the Ohio Department of Child and Youth, DCY license number 406730(Granville) and 27262(Heath).

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

Hours of Operation:

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

Kids Education & Recreation and Kids Education & Recreation II hours of operation are Monday through Friday from 7:00 a.m. to 6:00 p.m. Parents will have access through the security door beginning at 7:00 a.m. and ending at 6:00 p.m. Please allow yourself enough time to gather your child/ren and exit the building no later than 6:00 p.m.

Our Philosophy:

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

License:

Our program is licensed by the Ohio Department of Job and Family Services, licenses are posted in the lobby. Information on laws and rules governing licensing will always be provided to parents when requested. Our licensing record is available for review at childcaresearch.ohio.gov or the Centers administrator can review the information upon the parent/guardian request.

We take great pride in our exceptional history with the state.

Staff/Child Ratios and Group/Max Size- per the State of Ohio

1:5 or 2:12	0-12 months	Max size: 12
1:6 or 2:12	12-18 months	Max size: 12
1:7	18 months- 2 ½ years old	Max size: 14

1:8	2 ½ - 3-year old's	Max size: 16
1:12	3-year old's	Max size: 24
1:14	4-5-year-olds	Max size: 28
1:18	School age children	Max size: 36
1: 20	Older Schoolagers	Max size: 40

Written Security Plan/Open Door Policy/Parent Involvement:

Kids Education & Recreation and Kids Education & Recreation II has an open-door visitation policy for your child's approved parents/guardians. Our front door remains locked during operating hours. Please refrain from allowing unauthorized guests to past the front door to include holding the door for others. All guests must check into the front office with a photo ID and be escorted back to the classroom. We invite you to visit your child at any time throughout the day. You do not need to make prior arrangements, just stop in, and let the office know you would like to visit your child's classroom. We also invite you as a parent or guardian to participate in any activities such as graduation and birthday parties.

- Graduation: We will recognize our preschool graduation group on the third Thursday of May at 1:30 p.m. This will be a simple graduation at the Center for immediate family only. This is an exciting day for our children, and they will receive a picture in their cap and gown and certificates.
- Birthday parties: We welcome the celebration of your child's birthday. If you would like to bring in something special to share during snack time, please make arrangements with your child's teacher.

Point of Contact:

If questions or concerns arise, the administrator or designated person in charge is available via phone or email daily. Walk in appointments or tours will be scheduled Tuesday- Thursday from 9:00am-1:00pm.

Enrollment:

Each child must have a completed enrollment application packet before they can be considered and accepted as a new student. All forms are required by DCY –

State Licensing. A \$100.00 enrollment application fee will be due at the time of enrollment and on your child/ren's yearly anniversary date with updated forms. If any part of your application is not complete per state guidelines, your child can not attend class. These forms include, but are not limited to:

Enrollment Form, Authorized Pickup Form, Vaccine Records to include the physician's signature on office stationery, Immunization Records, Photo Release, Diaper Cream/Sunscreen, etc.

All forms will be provided to you in your enrollment application packet, or you can download them from our website at www.kidseducationandrecreation.com

If there is a lapse in time from registration to start date, we ask that all forms be updated to current date.

We ask that all existing families inform the front office if their personal childcare needs have changed no later than March 1st. We will open our wait list up to new families March 15th on a yearly basis.

Completed new student enrollment applications are accepted during our regular business hours.

For families who enroll a child after May 2022, we no longer offer a sibling discount or vacation credit week.

Summer Camp Enrollment:

During the summer months, KER will shift from an academic focus and offer fun summer camp activities to include onsite visits from guests such as the Bug Man, COSI, Jump Bunch and many more. Summer camp will offer themed weeks, water play and lots of outdoor time. Enrollment is limited to children currently enrolled due to space limitations. A one-time Summer Camp fee will be charged in addition to the weekly tuition for each child enrolled.

Enrollment Fee:

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

An annual registration fee of \$100.00 per student. This will be charged with the initial enrollment and again annually on the anniversary of your child's initial enrollment date. The registration fee is nonrefundable.

Full time enrollment is defined as childcare services that are provided without a gap in tuition payment. We cannot hold a child's spot without full tuition payment. This applies to a new family who may decide to delay their agreed upon start date or to an actively enrolled family who decides to take a break from their current services. In either case, to remain enrolled the agreed tuition must be paid. If you decide to take an unpaid break in services the child will be unenrolled, and the registration process will start over if the child returns. Since we cannot hold spaces, new enrollment will be determined as space is available. All children that are unenrolling, must give a two-week paid written notice.

From a business standpoint we are not able to hold unpaid spots in any classroom as this affects staffing, ratios, and impacts our overall business model.

Due to the extensive waitlist for infant care, Kids Education & Recreation and Kids Education & Recreation II has a 7 week infant policy. Once your child is 7 weeks old, to continue to hold their spot, their non-refundable \$100 enrollment fee as well as full tuition will be charged weekly. If you are not ready to commit to full-time enrollment, we will be happy to keep you on the waitlist and notify you of the next opening.

Tuition Policy and Additional Fees:

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

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

Kids Education & Recreation and Kids Education & Recreation II accepts credit cards and direct deposit payments through ProCare Tuition Express.

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

Service Fee:

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

Our taxpayer identification number is available upon request.

Workbook Fee:

We strive to have our children ready for kindergarten. Each child receives a workbook to facilitate this goal, these workbooks vary in price and will be charged to the child's account at the beginning of the academic school year.

Accounts in Arrears:

Accounts that fall one-week delinquent will be disenrolled from the Center. You cannot re-enroll until the account is current and only if space is available at the time of re-enrollment. There will be a \$100.00 re-enrollment fee.

Returned Check Policy:

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

Late Pick Up:

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

Court Appearances:

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

Custody Agreements:

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

Arrivals and Departures:

Upon arrival and departure, the parent/guardian must sign their child/ren in and out using our ProCare System. The ProCare system in the main building allows each parent/guardian or authorized person that will drop off or pick up a child to electronically sign the child/ren in and out using a personalized fingerprint or access code. Children attending classes in the LEARN ON Hub can be checked in and out on the ProCare system in the main building. This is a state licensing requirement as well as a Center requirement. In order to accurately monitor your child's attendance and well-being each child must be signed in and out using the ProCare system. Parents are responsible for the supervision of their child/ren during drop off and pick up. Please make sure you make direct contact with your child's supervising staff member each time you drop off or pick up your child/ren. We will not release your child to anyone unless they are over the age of 18 and are on the authorized pickup form. Children will only be released to the persons listed on your pickup form. Any changes to your child's pickup form must be submitted to the Center. If a person other than the parent or guardian is picking up, the office must be notified in advance and the authorized pick-up person is required to bring a valid driver's license for verification. This is for the safety of your child and our staff members. If parent contact is not made in advance and an authorized person requests to pick up a child, the parent will be called for authorization. In the event the parent is unable to be reached, the child will not be released. The office will contact anyone listed in emergency contacts as a follow up.

Bus Drops Offs from Another Program:

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

Attendance/Absent Day Policy:

If your child is going to be absent or have a change of schedule, parents should call the office to notify of any change for routine schedule, illness or absence.

Illness Policy:

Kids Education & Recreation will follow all recommended CDC guidelines.

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

Temperature of 100 degrees – F

Diarrhea (abnormally loose stools)

Difficult breathing

Yellowish skin or eyes

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

Untreated skin patches, unusual spots/rashes

Dark urine or grey/white stools

Stiff neck with temperature

Headlice, evidence of headlice, scabies or other parasitic infestation

Vomiting

Sore throat or difficulty swallowing

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

Kids Education & Recreation and Kids Education & Recreation II will isolate an ill child in the front office based on symptoms observed on the Communicable Disease chart until their parents arrive to pick them up. This is only a temporary accommodation so we can limit the spread of illness to other children enrolled. For the comfort of the child, we request pick up within one hour of notification.

Communication Parental Notifications:

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

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

- Information will be communicated/shared through our ProCare/parent software and email. To include, but not limited to daily updates on feeding/diaper checks (if applicable), daily activities, lesson plans and in the event of an emergency, delay or school closing.

- Special events and notices will be posted on your child's classroom door.
- Staff will routinely communicate with the parents/guardian during drop off and pick up about your child's day.
- If you would like a parent/teacher conference or to speak to the administrator, please feel free to schedule an appointment at the front desk.
- Please make sure we have your current email address as we will also communicate general updates via email.
- In our Pre-K classrooms, general assessments are conducted on your child test to assess their readiness for kindergarten. These assessments are conducted several times throughout the academic year and are available via request by parents. These assessments are not shared with any outside providers such as DCY, medical providers to include speech, ot, etc.

Clothing and Personal Belongings:

Please make sure your child always has a change of clothing in their cubbies. Children are extremely active at the Center and may require a change of clothing.

Children should wear sturdy, closed toe shoes as they will be active in the classroom, gym and outside.

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

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

Please label with your child's name.

Supervision:

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

Teachers/KER Team:

Our team will maintain the following:

CPR and First Aid Certification, Communicable disease (as required), Child abuse and neglect certification, BCI/FBI fingerprint clearance, 6+ hours of continuing education/professional development annually to include but not limited to, Childcare Staff Orientation Training, Responding to Trauma and Supporting Resilience, This Child, Each Child Will Grow and Learn, We Can Do This, Right Where We Are, Ohio's Approach to Quality, Ohio's Overview of Child Development.

Basic Infant Care:

Our infant rooms will follow state guidelines for diapering, feeding and daily routines. Infants are fed based on the parents requested feeding schedule, not exceeding four hours between meals. Diapers for all children including infants will be changed every 2 hours per state guidelines, but can be changed more frequently upon parent request or as needed. Infants will have planned daily activities that are developmentally appropriate such as tummy time and floor time. A typical infant schedule will follow the eat, play, sleep routine.

Classroom Structure:

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

While spending their early years at Kids Education & Recreation, students will engage in activities aligned specifically to the Early Learning and Development Standards to include Math, Science, Social and Emotional Development, Physical Development and Health, Language, Literacy and Communication, Social Studies, and Creative Arts. This offers opportunities for learning by exposing and encouraging our students to explore and gain the necessary skills to embark on a successful educational pathway.

Basic Daily Schedule:

7:00 Arrival/Free Play/Breakfast

9:00 Diapers (Potty)/Handwashing
9:30 Morning Snack
10:00 Gym
10:30 Outside Time
11:00 Diapers (Potty)/Handwashing/Craft/Centers
11:30 Circle Time
12:00 Handwashing/Lunch
12:30 Diapers (Potty)/Story Time/Centers
12:45 Cots Out
1:00 Naptime
3:00 Diapers (Potty)/Handwashing
3:15 Snack
3:45 Music and Movement
4:00 Outside Time
4:30 Diapers (Potty)/Handwashing
5:00 Free play/Centers
6:00 Dismissal

Naptime:

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

If your child is on a cot, a cot cover is required. Please send that along with a blanket, and a “camp size” pillow. If your child is an infant, please send two knit porta crib sheets. All your child’s sleep necessities will be sent home on Friday to be laundered and returned on Monday.

Outdoor Playtime:

Each classroom will receive daily outdoor playtime. Infants will be taken from their rooms as much as possible for a stroller ride or outside for blanket/play time depending on the weather. All other classrooms will be permitted to play on the playground and/or greenspace daily.

Indoor play will be scheduled when the following conditions exist:

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

Water Activities:

During the summer months we may elect to have “SPLASH DAY” in the event of this we will notify parents. Water for splash day will not surpass 18” or more in depth. Please make sure your sunscreen form is current, your sunscreen is up to date and labeled with your child’s name in permanent marker.

Nutrition:

Kids Education & Recreation and Kids Education & Recreation II allows time for lunch and two snacks. If your child is present during those scheduled times, you are required to provide food, all utensils, and a napkin. Please do not send any food or drinks in a glass container. Other than the infant rooms all food and drinks should be sent with cool or warm packs, as needed. Please label everything with your child’s name on it and whether it is a meal or a snack. Per DCY guidelines, breastfeeding mothers must have two labels on their bottles. One label stating the date in which the milk was expressed and the date it was prepared and the number of ounces. The second label should state the child’s first and last name. The same requirements apply for formulas except for the date expressed. As your child’s dietary needs change their basic infant care form will need to be updated.

Mothers are welcome to breastfeed or pump at the center. Please let us know if you would like this option and we will make arrangements that will accommodate your comfort and privacy.

Meals should include the following:

AM Snack -1 serving each from 2 of the 4 basic food groups.

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

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

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

Times vary depending on the classroom.

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

Any food restrictions must be presented to Kids Education & Recreation and Kids Education & Recreation II upon enrollment with a physician's note. If your child does not have the required food options KER will provide supplemental food that day or contact parents.

Medications:

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

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

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

DCY has one medication form:

- DCY 01236 is used for medications that are over the counter or prescribed for a short period of time. These are conditions in which symptoms do not need to be observed such as conjunctivitis (pink eye). This form is also used for is used for emergencies or when symptoms are observed such as asthma or severe allergies

1. DCY 01236 Section 1: Physician's instructions, must be completed by your child's physician for any over the counter medication.

2. If medication is a prescription from a pharmacy with a pharmacy label, parents can complete information required by DCY 01236.

3. Prescription medications are only administered when: (1) they are in the current prescription container (2) labeled by the pharmacist with the child's name, physician's name and phone number, name of the medication, and dosage instructions.

4. The staff member who administers medication will record each dose administered on the master form. The record will indicate the name of the child, medication, dose, date, time, and who administered it.

5. All medications must be handed to the administrator and/or designee. No medication can be mixed in a child's bottle or food. The Center is not responsible for spilled medication.

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

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

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

DCY 01236 is available, online, or at the front desk. This form must accompany any medication left with your child. We will ensure compliance with the American with Disabilities Act (ADA), including:

- Administering medication to children with disabilities
- Administering care procedures to children with disabilities

KER will look at each individual care plan regarding administration of medication and topical products to include medical food, modified diets and whether a school age child is permitted to carry their own medication and ointments.

For emergency medications DCY 01236 is to be used. This form should be filled completely.

1. The child's name, if the health condition requires medication or medical food.
2. List mild symptoms AND severe symptoms.

3. List the activities, environmental conditions or foods to avoid.
4. List PRECISE training instructions in a step-by-step format: i.e. remove epi-pen from clear case, remove blue cap, grasp in fist, etc.
5. Part II of the form needs to have the child's name, date of birth, weight if necessary for medication, name of medication, dosage of medication, time or symptoms for medication to be administered, and the medications expiration date.
6. Part III will include the child's name, if anything needs to be taken with the child in an emergency and a parent signature after training staff members on how to administer the medication.
7. Part IV will be filled out with the child's name and medication name for each medication the child needs.
8. Each medication needs to be labeled with the child's name or have the prescription attached.

The DCY 01236 will then be signed by all of the staff members that are trained to administer the medication and are involved with the child. If the medication is used, the staff member will notate the date, time, dosage and sign that they administered the medication.

Medical Emergencies:

In the case of a minor incident/injury staff may administer first aid. If first aid is administered an incident/injury report (DCY 01299) will be completed and given to the parent that day during pickup. The following would require an incident report:

Illness which requires first aid treatment
Accident/injury which requires first aid treatment
Bump or blow to the head
Emergency transportation

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

In case of a serious injury or other medical emergency we will immediately call 911. We will then make every effort to contact you. If we are not successful in

reaching you, we will go to the next person listed on your emergency contact form. Please make sure that all your contact information is correct and updated as needed. If the EMS is contacted a staff member will accompany the child to the hospital with all available health records. At no time will a staff member transport a child in their vehicle. We will always have a staff member present that has received training in First Aid/CPR certification.

Immunization:

Per DCY we are required to maintain an annual copy of immunizations on all children. An immunization waiver is available onsite and is only to be completed if the parent is declining immunizations for reasons of conscience, including religious reasons.

Bad weather/Vacation days/Illness/State of Emergency/Holidays/School closures:

Kids Education & Recreation and Kids Education & Recreation II does not reimburse funds or give credit for missed days. We will follow the Ohio snow emergency level guidelines for closures and delays, although there could be other factors taken into consideration. We will make every effort to open our doors and remain open during our scheduled hours. If we are forced to close the Center or classrooms due to an unplanned emergency, center illness or State of emergency, or any other factors, missed time will not be credited or discounted.

Communication about delays and/or emergency closings to include Granville School closures will be posted through ProCare, email and on our social media page. If your child is in need of care when Granville Schools are closed, this will be offered on a first come first serve basis to follow ratios. Communication if you will need care can be communicated via procare/email and/or calling the center.

Holidays, Staff Inservice Day and Scheduled Closings:

Full tuition is due for any period of enrollment including the following days.

The Center will be closed to observe the following days: New Year Eve. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, and the day after Christmas. If any of

the above days fall on a Saturday or Sunday, the Center will adjust the closure dates accordingly.

The Center will be closed two days per calendar year for our staff required professional development, preparation for the new academic school year and/or to schedule parent teacher conferences as needed. We will post a 2- week notice.

If you have any questions or concerns about childcare closings, please address your concerns with Britney Lang at Kidseducationandrecreation@gmail.com

Emergencies and Safety:

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

Parents will be notified by the administrative staff through ProCare or email as to where their children can be safely picked up.

Kids Education & Recreation and Kids Education & Recreation II will make every effort to maintain regular operating hours however, emergencies do arise in which failure to provide basic needs (water, heat, and electricity) may result in a closure or delay. Communication for emergencies will be posted through ProCare, email and/or on our social media page.

Medical, dental, and general emergency plans are located/posted in each classroom next to the phone and in the office. In case of an emergency the staff member in charge shall do the following:

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

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

According to DCY 5180:2-12-16, a “Serious Incident, Injury or Illness” includes any situation occurring while a child is in care of the Center that requires emergency medical treatment or professional consultation or transportation for emergency treatment.

Field Trips:

Kids Education & Recreation and Kids Education & Recreation II does not participate in any offsite field trips and/or transportation coordinated through Kids Education & Recreation and Kids Education & Recreation II.

Fire and Safety Drills:

Fire drills are performed one time per month. Severe weather drills are performed March- November. Lockdowns are performed four times annually. This is to acquaint your child with Kids Education & Recreation and Kids Education & Recreation II evacuation procedures.

Biting Policy:

Biting is a natural developmental stage that many children go through. It is usually a temporary condition. The safety of the children at the Center is our primary concern. After all preventative steps have been exhausted and the child continues to bite routinely, we will contact the parents and begin a biting log. We may request a chew necklace. In an effort to prevent chronic biting, we may read a social story about biting or request a parent meeting. Chronic biting may require that the child be suspended and/or expelled from enrollment. Each biting situation is carefully evaluated by the administrator while considering all the relating factors. If a bite takes place, we will:

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

Discipline and Guidance Practices:

Discipline consists of positive reinforcement. The use of physical punishment is prohibited. The administrator will contact the parent in the event a child's behavior becomes a classroom or learning disruption, threat to himself, other classmates, or KER staff. If a child poses a continued classroom or learning disruption, threat to themselves, other classmates, or KER staff a behavior log will be captured for further dialog and a plan of action made with the parents. If a child's behavior cannot be redirected to assure the safety and continued function of the classroom, the child's parent or emergency contact will be called and asked to pick their child up as soon as possible and not to exceed more than one hour. It is our goal that a solution can be reached between the Center and the parent. If a successful outcome is not possible the child may be suspended and/or expelled from the Center for the safety of all. If your child is expelled from KER we are required to report this incident to OCLQS. In situations like this a collaborative effort between KER and the family is necessary for a prompt and effective solution.

Social Media:

Upon enrollment, every child must have a social media waiver on file. This allows Kids Education & Recreation and Kids Education & Recreation II to publish children's photos or other identifying information as applicable. All parents have the right to decline allowing Kids Education & Recreation and Kids Education & Recreation II to publish children's photos or other identifying information as applicable.

Kids Education & Recreation and Kids Education & Recreation strives to provide a safe and caring environment to all to include not allowing children to have access to inappropriate music, videos, languages and/or behavior while in the care of Kids Education & Recreation and Kids Education & Recreation.

Problem Resolution:

We would of course appreciate the opportunity to discuss and resolve any of your concerns. If parents have concerns, we recommend attempting resolution with the classroom teacher first. If additional assistance is needed, the parent can set a meeting with the KER administrative staff.

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

Any parent of a child enrolled in the Center shall be permitted access to the Center during all hours of operation for the purpose of contacting their children, evaluating the care provided to their child by the Center, or evaluating the premises.

Child/staff ratios are posted in the lobby.

It is unlawful for the Center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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

Parent Code of Conduct:

Parents are the first models for their children therefore parent conduct is taken seriously at KER. KER's parent conduct policy includes but is not limited to the following:

- Exhibiting good language and behavior
- Direct concerns to the classroom teacher and/or administrative staff
- Comply with reasonable requests in a timely manner

Disenrollment:

KER reserves the right to disenroll a child based on the following non-behavior and non-dangerous situations:

- Failure to update state required paperwork
- Failure to pay your tuition on a regular basis
- Failure to supply requested supplies for child
- Omitting or falsifying pertinent child behavior or medical information
- Breach of parent code of conduct

Suspension and/or Expulsion:

The first step in guiding young children's behavior is to anticipate and eliminate opportunities for misbehavior. We use creative ways to manage and redirect children who are not following rules. A plan of action may be necessary for continued learning and or classroom disruption, a child that is a threat to themselves, other children or KER staff.

This plan will include the following:

- United Behavior Plan
- Behavior Log
- Child referral
- Suspension
- Expulsion

Expulsion is the final resort to a behavior or safety concern that cannot be resolved by a unified effort between KER staff and the child's family.

KER provides education and recreation in a group setting; therefore, we must take the welfare and safety of all children and staff into consideration. Parent or child behaviors that become aggressive or abusive towards children or center staff may lead to immediate suspension or expulsion.

KER reserves the right to suspend and/or expel any child with or without notice. In certain non-dangerous situations, a two week notice of suspension and/or expulsion may be given as a courtesy.

Complaint and Grievance Procedures and Parent Information:

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

If you have any questions or concerns, please immediately address them with the owner, Britney Lang. She can be reached by email at Kidseducationandrecreation@gmail.com

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

available for review upon written request from the Ohio Department of Jobs and Family Services.

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the 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 online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.

Administrators and each employee of the center are 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 is permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the parent or guardian shall is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at <https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search>.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers .

Write or Call: Write or Call: OCC/ACF/HHS ODJFS Southwest Region Bureau of Civil Rights 1301 Young Street, Suite 958 30 E. Broad St., 30th Floor Dallas, TX 75202 Columbus, OH 43215-3414 214-767-3849 (614) 644-2703 (voice) 1-866-277-6353 (toll free) (614) 752-6381 (fax) 1-866-221-6700 (TTY) or (614) 995-9961 bcr-fax@jfs.ohio.gov (e-fax) Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://childrenandyouth.ohio.gov/for-families>.

For more information on Medicaid health screenings and early intervention services for your child, please visit

<https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/> and <https://ohioearlyintervention.org>. For information on cash food assistance, please visit <https://jfs.ohio.gov/cash-food-assistance>

Contact Information:

Kids Education & Recreation: 740-587-3076

Kids Education & Recreation II: 740-522-0995

Kids Education & Recreation email: kidseducationandrecreation@gmail.com

Kids Education & Recreation II email: kidseducationandrecreationii@gmail.com

Kids Education & Recreation website: www.kidseducationandrecreation.com

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

Kids Education & Recreation II address: 645 Heath, RD, Heath, OH 43056

You can also visit our Kids Education & Recreation and Kids Education & Recreation II Facebook page

Always refer to our website for the most up to date information.

Updated 08/4/2026