

BUMP



Family Handbook 2022-2023

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Addendum: COVID Policies & Procedures 2022-2023

Maintaining a safe and healthy school environment and preventing the spread of COVID-19 is a large part of our focus this school year. This addendum may be adapted as new information emerges or pandemic guideline change. BUMP will refer to the CDC for policy guidance.

Masks: Masks are currently optional for children and adults, however BUMP does reserve the right to require masks in the event of an outbreak of COVID within the school.

Water bottles: All children should bring a refillable water bottle labeled with their name to school each day.

Handwashing: Children will wash hands at arrival into the classroom and at transition times including before and after eating, upon returning from the playground, after bathroom use, when moving to a different classroom center or play area, before and after use of the sensory table, and any other time necessary.

Snack & Lunch: Parents will take turns providing items on a snack list to be shared with the whole class for morning snack while BUMP will provide the snack for the afternoon. BUMP will provide 1% milk for snack and lunch. Parents will send in a packed lunch each day.

Daily Notes: Last year, we emailed each classrooms daily note (which details that day's activities) and that was very successful. We will again email the daily note as well as post it on the Private Parent Facebook Page (BUMP Parents 22-23).

COVID-19 Symptoms: Please watch for any of the following:

Chills; new uncontrolled cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; new onset severe headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea; persistent pain or pressure in the chest; new confusion; inability to wake or stay awake; bluish lips or face.

Vaccination: At this time, a vaccine is available for preschool age children to prevent or lessen the effects of Covid-19. This vaccination is not required to attend preschool but is strongly encouraged.

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Welcome to BUMP! We are so glad you are here. Please read through the handbook for program information and policies and let us know if you have any questions.

Our Philosophy

BUMP was established in 1952 to serve preschool age children in the community. Today BUMP continues to serve children ages 3 through 5 years with a quality early childhood program. BUMP believes that each child is unique. Our curriculum includes social-emotional, cognitive, fine motor, gross motor, and language activities, which are developmentally appropriate. We encourage and value the involvement of parents in their children's education and strive to formulate a parent-teacher partnership that works cooperatively to achieve goals important for the optimal development of each child enrolled in our program.

We encourage children to participate in a variety of activities while our staff acts as facilitators for learning. We prepare the environment, introduce new concepts and materials and allow time for your child to learn through their own exploration. Research has shown that through the work of play, they experience diverse roles in the dramatic play area; mathematics and geometry in the block area; science, math, and social skills at the water/sand table; using their imaginations, learning social responsibilities, and visualizing new concepts as they read books, and experimenting with color, shape, and design as they work with art materials. We feel that the most important thing we can do as educators is to nourish your child's natural curiosity and enthusiasm by accepting him/her as an individual and allowing him/her to progress at his/her own rate.

We want the experience at BUMP to instill in them the joy of learning and the confidence to build peer and student-teacher relationships that will support their educational efforts. The children do this with the confidence that comes from being loved by teachers and parents, as well as from learning to cooperate and negotiate with peers.

We are a preschool open to children of all religious and ethnic backgrounds. Parents are encouraged to visit our classrooms to introduce the children to diverse beliefs centering on special holidays. Within the classrooms the children learn that all people are unique with different beliefs and customs, just as they have different hair color, different shades of skin color, different family compositions, and different physical abilities. They learn to become problem solvers as they deal with diverse points of view, negotiating for solutions that are satisfactory to one another. They learn that the best idea may come from working together with different viewpoints to solve problems.

Our Mission

BUMP is committed to providing a safe, play based, supportive, loving environment which offers developmentally appropriate materials and activities. We support a child's desire to be a lifelong learner who is ready for kindergarten. We encourage the development of self-esteem in a nurturing and positive environment and accomplish this through partnerships between teachers and families which fosters friendships and shapes children into successful members of the community. (This statement written and adopted by the BUMP staff, May 2016)

Our Curriculum

BUMP follows the High Scope emergent curriculum which is based on interests of the children and is aligned with the Ohio Department of Education's standards for learning and development in early childhood. The standards include the domains of; Social/Emotional Development, Physical Well-being and Motor Development, Approaches Toward Learning, Language and Literacy Development, and Cognition and General Knowledge (which includes, Math, Science, and Social Studies).

Hours and Days of Operation

BUMP is a 9 month preschool open from 8:00am to 5:00pm Monday through Friday. We offer a Full Day Program which operates from 8:00am – 2:30pm, Full Day Wrap Care which operates from 2:30pm – 5:00pm, or a Part Day Program which operates from 9:00am – 12:30pm. Whether or not a child attends full day or part day, no distinction in education is made. We are not a day care program, but a preschool in the service of education and care of children. BUMP does close for certain holidays, parent teacher conferences, staff development and breaks. Please see the school calendar in the back of the handbook for specific closures. We strongly encourage families to have back up care plans.

Daily Schedule

Below is a sample schedule, each room varies their schedule based on the needs of their students. Each class has at least two circle times, snack, free choice, large motor and lunch time. *Please refer to the schedule posted in your child's classroom for more details.

8:00 to 9:00	Full Day Program arrival where children socialize, read stories, sing and play
9:00 to 9:20	Part Day Program arrival – greet children, sign in, handwashing, free choice
9:20 to 9:40	1 st Circle – calendar, jobs, and the day's activities are discussed
9:40 to 10:10	Large motor – planned activity and free play
10:10 to 11:05	Story, free choice, snack, table activities
11:05 to 11:15	Clean-up
11:15 to 11:35	2 nd circle – language arts, math, music, or movement
11:35 to 11:45	Prepare for lunch, bathroom break, handwashing
11:45 to 12:15	Lunch
12:15 to 12:30	Clean-up, story and dismissal of half-day program children
12:30	Nap (12:30-2:20pm) or quiet rest time
12:45-1:30	Rest time – quiet time where children are to play quietly by themselves on their mat with coloring, writing, puzzles or other manipulatives.
1:30 to 1:45	Clean-up mats/toys and gather on rug to prepare for large motor time. Music may be included.
1:45-2:30	Open Centers and Project Choices
2:20-2:30	Clean – up while napping children are waking up, bathroom break
2:30	Dismissal of full day class/ wrap care begins (2:30pm-5:00pm)
2:30-3:00	Snack/ Clean up from Snack/Bathroom as needed
3:00-3:30	Playground/Large Muscle Time
3:30-3:40	Bathroom and Water Break
3:40-4:45	Open Centers and Project Choices
4:45-5:00	Quiet reading, prepare for dismissal

Ratios

The state mandated teacher to student ratio is as follows. BUMP will not exceed these maximums:

1. For 3 year olds the state ratio is 1 teacher per 12 children, *max group size is 24
2. For 4-5 year olds the state ratio is 1 teacher per 14 children, *max group size is 28

For the best possible learning experience, our policy is to limit class size and adhere to a smaller teacher to student ratio at BUMP:

Happy Face (3 years)	1 teacher per 7 children
Rainbow (4-5 years)	1 teacher per 12 children
Sunshine (3-4 years)	1 teacher per 8 children
Balloon (4-5 years)	1 teacher per 10 children

Ratios for preschoolers may be doubled for 1 ½ hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio in case there is an emergency.

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

Due to the unique flexibility of our program, and the strict adherence to small class sizes, **children may only attend on their scheduled days.**

Meals and Snacks

At Bexley United Methodist Preschool, we recognize the importance of a healthy diet for your child's physical health and wellbeing. Staff members allow children to decide how much to eat. We encourage, but never force children to eat certain foods or certain amounts of food. Our nutrition policies are as follows:

1. We offer only low-fat milk (1%) to all children.
2. Children are asked to take home any leftover food if it can be re-packed so that parents are aware of what is eaten.
3. We do not reward or punish children for what they choose to eat. If you send a treat in your child's lunch, the teachers do not withhold it until other food is eaten.

Snacks

Teachers will send out a snack list of items for parents to take turns bringing in. The morning class will then share those items so that each child has the same snack as their classmates each day. BUMP will provide 1% milk to drink. BUMP will provide an afternoon snack for children enrolled in wrap care that needs nutrition guidelines. A snack menu will be posted outside of the classroom and the daily note will also state what was for snack that day.

Lunch

Lunches are provided by parents and must meet all state licensing requirements and consist of nutritional food from the following food groups: protein, grain, and two foods from the fruit/vegetable group. Please note that fruit snacks do not count as a fruit unless they contain 100% fruit (not just 100% vitamin C). Milk is required and will be provided by BUMP so other beverages are not necessary unless your child has a milk allergy. If your child has a cow milk allergy, please be advised that ODJFS licensing law states that another milk alternative must be provided. Parents may send milk alternatives, such as soy or rice milk. Please refer to Appendix A 5101:2-12-22 and Appendix B 5101:2-12-22 for nutrition guidelines.

The food items must be stored in a lunch box/bag. Please write your child's name clearly on the outside of your child's lunchbox in permanent marker. You may wish to include ice packs in your child's lunch box/bag for foods that need to be kept cold. If a lunch does not meet the nutritional requirements, a note will be sent home as a reminder. Nutritional guidelines are provided at the back of this handbook. **Please pay particular attention to potential choking hazards. Round foods such as baby carrots, berries, grapes, hotdogs, etc... must be cut prior to serving. Please cut these at home as lunchtime is busy and teachers do not have extra time to prepare lunches.**

If a child forgets their lunch, BUMP will call the parents to bring one to school. If a parent is unable to be reached or is unable to bring one to school, BUMP will provide a lunch that meets the nutritional guidelines. If this happens more than twice, BUMP reserves the right to charge a lunch replacement fee of \$5.00 per lunch.

Food Handling

Children and teachers wash hands before snack and before lunch. Tables are washed and disinfected before and after children are seated for snack or lunch. **Due to Covid Precautions, we are asking that all lunches have ready to eat items that do not require heating up or preparing.**

Outdoor Play & Physical Activity

BUMP ensures that all children accumulate at least 30 minutes of physical activity throughout the day. Opportunities for physical activity will be incorporated into other lessons and classroom teachers will provide short physical activity breaks between lessons or activities as appropriate. Center staff will not use physical activity or withhold opportunities for physical activity as punishment.

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 daily. We will limit the amount of time outside when the temperatures are very warm or very cold. During cold weather, we look at the wind chill factor and temperature. Children will go outside when the temperature (with wind chill and heat index) is between 20° and 90° F.

If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, air quality alerts, etc. On days, that outdoor play is not provided due to the prescribed 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 they are outside. This includes appropriate shoes, snow pants, hats, mittens, and boots in the wintertime, and layers to shed during the first and last few weeks of school.

Parent Participation & School Communication

Parent Participation/Visitation

Parents are encouraged to participate whenever possible in the activities at the preschool. Parents have unlimited access to all areas of the building used for preschool activities during hours of operation. Parents may wish to attend field trips, class parties, and special events. Because of state licensing restrictions, siblings and peers not enrolled in BUMP are not permitted to attend school with your child. We do ask that you help us set a good example in the classroom by following the classroom and school rules along with your child. If you will be a regular volunteer in your child's classroom, please visit the BUMP office for paperwork and background check instructions required by the State of Ohio.

Parent-Teacher Conferences & Child Assessments

Communication between parents and teachers greatly benefit the preschool children. Please feel free to speak with your child's teacher at school, through the classroom email, or by phone. Drop-off and pick-up are an acceptable time to share a comment or a few words with the teacher, but lengthy discussions should be arranged for another time.

Licensing rules prevent teachers from having lengthy conversations with parents because it puts the classroom out of ratio. We understand that you are entrusting us with your children and look forward to this partnership with you.

Parent-Teacher Conferences are scheduled in the fall and spring each year. The assessment process begins the first day of school and continues throughout the school year, however, BUMP does not conduct any formal assessments or report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code. We do not participate in the ELA assessment or Step Up to Quality. Developmental and educational goal setting will be done during the fall conference, and findings from the ongoing assessments will be shared during the Fall and Spring Conferences. Our teachers spend a great deal of time preparing for and scheduling conferences, so we ask that you please make it a priority to attend without your child. Teachers offer a variety of morning and evening times for your convenience. If you are unable to make one of these times, a phone conference is an option.

Newsletters, Daily Class Notes, & other Written Communication

Newsletters from the children's specific classroom are emailed each month during the school year. A newsletter pertaining to the entire school is emailed from the preschool office as well. Each day your child attends, a note outlining the day's activities in your child's classroom will be emailed **and/or posted on the private parent Facebook page.** This is a great conversation starter with your child about the activities he/she experienced during the school day.

Parent/Class Roster

Licensing requires that a roster of Parents' names and telephone numbers of the children enrolled at BUMP are kept on file in the preschool office. **Additionally, BUMP asks that you complete the Student Directory Form to indicate exactly what information should be included on the class list.** A class list that includes children's names, address, phone, email, and parent's names are distributed by the end of September each year, typically used by parents to arrange play groups and birthday parties.

Tuition, Payments, Overtime Charges, & Fees

Since we are a non-profit school, all tuition is used first for salaries then supplies. We urge you to remember this and please pay tuition on time. Tuition for the year may be paid in full or monthly. Tuition is due on the 1st of each month, beginning September 1st and ending May 1st. All families must have a Tuition Express form on file and use autopay if paying tuition monthly. If your payment fails to process due to decline or NSF, a \$10 fee will be assessed. We do accept Visa, Mastercard, Discover, & Amex. The tuition is as follows:

<u>Two half days/week</u>	<u>\$220.00/month \$1980.00/yr</u>
<u>Three half days/week</u>	<u>\$320.00/month \$2880.00/yr</u>
<u>Five half days/week</u>	<u>\$410.00/month \$3690.00/yr</u>
<u>Full day preschool 2 days/week</u>	<u>\$275.00/month \$2475.00/yr</u>
<u>Full day preschool 3 days/week</u>	<u>\$410.00/month \$3690.00/yr</u>
<u>Full day Preschool 5 days/week</u>	<u>\$596.00/month \$5364.00/yr</u>
<u>Extended Wrap Care 2 days/week</u>	<u>\$100.00/month \$900.00/yr</u>
<u>Extended Wrap Care 3 days/week</u>	<u>\$150.00/month \$1350.00/yr</u>
<u>Extended Wrap Care 5 days/week</u>	<u>\$229.00/month \$2061.00/yr</u>

Church members and siblings receive a \$10 discount on monthly tuition. Only one discount applies. The monthly preschool tuition rate has been determined by the number of total days throughout the school year and divided into 9 equal payments. The fee will be the same for every month regardless of the number of school days in each month. If a vacation is taken other than one scheduled on the preschool calendar, tuition must still be paid for the time covering the child's absence. Tuition accounts that are more than 10 days past due will be charged a \$25 late fee.

Tuition Credits

BUMP will not issue a tuition or account credit for closure of school between 1-5 days in the event a weather, health, or building issue (closures for winter and spring break as well as recognized holidays are already factored into the calendar and tuition.) BUMP Staff will be paid for closures as it's imperative to retain amazing, dedicated teachers. We operate solely on a tuition basis with a small amount of fundraising to cover extras. Should BUMP need to close due to the COVID pandemic, we will offer distance learning up to two weeks. Tuition is still expected during that time. If the closure extends beyond two weeks, BUMP will credit tuition appropriately and close for the time being.

Returned Checks/Delinquent Accounts

A \$35.00 fee or the amount assessed by the bank to BUMP, whichever is greater, will be charged for any returned check due to insufficient funds. Families will have two weeks to bring the account current or enrollment will be suspended until the delinquent account is paid. Families returning to BUMP the following school year that have any fees outstanding from the previous school year will not be allowed to start until all fees are paid.

Late Pick-up Charges

If a parent realizes that circumstances beyond their control are going to delay a timely pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. Part Day families, if you will be later than 12:40, your child will be taken to the preschool office and you will be charged \$1.00 per minute late after 12:40pm. There is a first occurrence forgiveness per family. For those enrolled in the Full Day Program, a late fee of \$1.00 per minute per child will be charged after 5:00pm. (For example, 30 minutes late would mean a \$30.00 late fee.) The first occurrence of late pick up from the Full Day class past our closing time of 5pm will be waived. All following occurrences will be billed accordingly. Please remember that the children have had a long day, and that our staff members need to get home to their own families. If you pick up your child after 5:00 more than three times in a month you will be charged (as stated above) and asked to pick up your child by 4:45 for the remainder of the school year.

Enrollment

To enroll in BUMP a child must be 3 by the first day of school and potty trained. BUMP does not provide care for children under 3 or infants. Our definition of "potty trained" is that all students are aware of the need to use the restroom and able to use the restroom without assistance. **Pull-ups are NOT allowed.** We understand that accidents occur, however if accidents are a regular occurrence, the child is not potty trained. We understand that the first few weeks of school are a transitional time. We will notify parents if we see that a child is having regular bathroom problems. If there is no improvement after two weeks then the child will have to be withdrawn from the program, as they are not yet ready.

Admission

A new student is considered enrolled only after all forms in the Enrollment Packet are received, the \$150.00 non-refundable registration fee has been paid, and space availability is confirmed.

Returning students are considered re-enrolled after their registration fee is received, their Registration Application and Returning Student Enrollment Form is returned, and space has been confirmed. All other forms in the Enrollment Packet must be received by the first day of school and their billing account must be current in order to maintain enrollment status.

Required Forms for Enrollment

The preschool is required to keep on file specific information pertaining to enrollment, health and safety for each child. The forms found in your Enrollment Packet must be completed in their entirety by both parents and doctors, and are due prior to the beginning of school. (see above)

- Bexley United Methodist Preschool Release & Registration Form

- Child’s Medical Statement – JFS 1305 Ohio Department of Job and Family Services (with Doctor’s signature, immunizations record attached and date of examination which is valid for 13 months)
- Child Enrollment and Health Information – JFS 01234 required by ODJFS
- Tuition Express Automatic Payment Form
- Health Care Plan JFS 1236 - only for children requiring medication or special adjustments to diet and or care.
- Request for Administration of Medication JFS 1217 – only for children requiring emergency medication to be kept at school (such as Epi-pens and inhalers).
- **BUMP Student Directory Information Form**

The contents within the child’s file are confidential. The forms are only available to the child’s parents or legal guardian, director or teaching staff of BUMP and regulatory authorities. Please notify the office if any information is changed so that your child’s folder can be updated. **Please note: Children may not attend school without a completed Enrollment and Health Form, Care Plan if necessary, and current Medical Statement. You will be notified 60 days in advance if your child’s medical is due to expire and you will need to schedule an appointment with your child’s healthcare provider in order to obtain a new one.**

Non-Vaccination Policy

BUMP will accept enrollment of children who are not vaccinated or are partially vaccinated with the understanding that the Child Medical Statement (JFS 1305) must indicate which vaccinations are being declined. Further, in the event of an outbreak of a communicable disease for which a child is not vaccinated against, that child will be excluded from attending school until the outbreak has been cleared as a protective measure for that child. Tuition will still be expected to be paid current during this time.

Schedule Change Policy

BUMP strives to meet the needs of our families by offering a flexible schedule. In order to keep our tuition reasonable and our teacher to student ratio low, it is imperative that we accurately predict and maintain enrollment. Please do your best to anticipate the schedule that will best fit your family’s needs when enrolling your child in the spring. We do understand that situations change and will be happy to make schedule changes when necessary. Changes to the originally enrolled days and times will be made if space is available **upon receipt of written request (an email is acceptable).**

Arrival, Departure, & Attendance

Our part-day program begins at 9:00 a.m. and our full day program begins at 8:00a.m. Please enter through the ramp door and walk your child to their classroom and check them in with their classroom teacher. Please do your best to arrive on time. We understand that situations arise, and occasionally children will be late. If you will be delayed later than 9:15, please give the office a call so we can let the classroom teacher know to still expect your child. All children must be checked in or out on the class attendance sheet by a teacher as the children arrive/depart.

Please keep in mind that for many children, separation from you in the morning will be difficult. We understand this, and your classroom teachers will work to quickly engage your child upon arrival. A quick and consistent goodbye will help your child adjust to the classroom routine in the morning. We will always contact you if your child’s separation anxiety continues into the morning. Typically students are quickly wrapped up by classroom activity, and clingy or upset behavior ceases after parents leave.

The regular school day ends at 12:30 pm. **To pick up your child, please enter through the ramp door and proceed to your child’s classroom to pick them up.** Parents who pick up later than 12:40 will be subjected to a late charge of \$1.00 per minute late after 12:40pm.

Children enrolled in the Full Day Program should be taken to the Early Bird Classroom if arriving between 8am-9am by their parent or caregiver. Children can be picked up and checked out in the Stay and Play Classroom at the end of the day.

Absences

If your child is to be absent from school, please contact the preschool office at 614-231-2783 and leave their name, classroom, and reason for absence. Children who miss days of preschool due to vacations, illness, etc. may not attend unassigned days to make-up the absence. If a child is scheduled to arrive from another program or activity and does not, the parent will be called to check on their absence.

Release of a Child

Parents must notify the classroom teachers prior to pick up if someone other than the parent or normal caregiver will be checking their child out of the classroom. (Even if another parent is just walking your child to you in the parking lot!) Regular caregivers may be added to your child's permanent list, or a phone call to the office or note to the teacher the day of the change is acceptable. If someone other than a parent or caregiver picks up a child we will have to verify that 1) they are on the pick-up list or have permission, and 2) check their I.D. if unknown to staff. If a person picking up is not on the pick-up list, and we have not received prior notification, a parent will be called to verify before a child is released. If any person picking up a child appears to be under the influence of alcohol or drugs, we will not allow the child to leave with this person. To clarify, if any staff member can smell alcohol, the child will not be released and another authorized person must pick up the child.

Custody Agreements

If there is a custody agreement involved with your child, you must provide the preschool with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. If you would like duplicate school information sent home with your child's other parent, please let us know in the office so we can accommodate the request. In the absence of a custody agreement, it will be assumed that parents have joint custody and will have equal access to the child.

Transition Policy and Practices

BUMP is organized and staffed to minimize the number of transitions for children, teaching staff, and classrooms. Depending on your child's class size, your child may have one or two teachers in each classroom. Teaching assignments are typically kept the same throughout the school year. Children are assigned to the same classroom from August until the following May. Children move to the next class at the start of a new school year. Classes are divided by age. Meet the Teacher Day before school starts allows children to come in small groups to see their new classroom and teachers. Students transitioning to a new educational setting will have records transferred upon request.

Supervision and Child Guidance

Supervision Of Children

Children at BUMP are always supervised by the staff whether they are going from the classroom to the bathroom, music room, large muscle room, outside etc. To help support the supervision of children, parents, please do not allow your child to run ahead to the classroom or "meet" you at the bottom of the stairs.

Behavior Management Techniques

BUMP staff members believe that helping children learn self-control by providing limits that are appropriate to their developmental age 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 kindness and respect, they in turn learn to

respect the teachers and their friends. Our expectations will be kept with the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children making good choices) and positive redirection (removing the child from a negative situation and giving them an appropriate, engaging 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 or be asked to move to a safe spot while still participating in class activities. Time outs will be very limited and will be age appropriate in length and done within the classroom. Staff will not impose punishments for any child including failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering him/herself, peers or staff members, it may become necessary to withdraw 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 our primary concern. The director of the preschool would be in communication with the parents prior to this occurring (see "withdrawal policy"). If a 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 state licensing Rule 5101:2-12-19 OAC.

Policies for Health and Safety

A major responsibility of BUMP is to ensure the health and safety of each child entrusted in our care. Staff are alert to the safety needs of the children and can anticipate possible hazards as well as take necessary and appropriate measures to prevent accidents.

To ensure that we can reach parents in case of emergency, parents are required to notify the preschool office of any changes in phone numbers, medical conditions, doctors/dentists and names of persons permitted to pick up the child at departure time. It is especially important that we can reach you quickly and that you are able to pick up your child in a reasonable time frame. It is important for the office to have accurate, up to date information in case of illness or injury. BUMP will not accept a registration for any child whose parent refuses to give permission for emergency transport (use of emergency squad) on the Enrollment and Health Form (JFS 1234). This is so that a child can receive immediate emergency care if needed. Parents will always be contacted after EMS/911. Please keep in mind that often calls to parents go to voicemail and in an emergency, we want your child to receive care as quickly as possible.

Illness/wellness

- All preschool staff members and preschool children wash their hands upon arrival into the classroom each day as well as before snack and lunch, bathroom usage, transition between centers, and wiping noses. Parents are asked to remind the children that washing their hands is part of their daily routine.
- The preschool requires parents to report their children's illness to the preschool office as soon as diagnosed by a doctor. This is important for any illness. We are required to post a sign by the classroom door if an illness is considered a communicable disease. (Examples of this include, but are not limited to COVID, Strep, Pink Eye, Impetigo, Chicken Pox, Fifth's Disease, etc...)We are required to notify Columbus Public Health of any reports of an illness that has a vaccine available (so that they can monitor vaccine efficacy) as well as notify ODJFS and ODH of any cases of COVID for monitoring.
- If your child is not well and will be absent, but does not necessarily require a doctor's visit, please call the office with their symptoms so that we can be aware of possible trends.
- Parents will be notified to pick up your child if he/she becomes ill while at school. If neither parent is able to be reached, the preschool will call the person or persons listed on your child's Enrollment and Health Information sheet. Until the child is picked up, the preschool will provide a quiet place in the preschool office for the child to rest away from other children. Constant supervision by a staff member of BUMP will be provided.
- When you visit your child's pediatrician, please keep in mind the following screenings that are highly recommended along with annual health screenings for children of preschool age: vision and hearing, height and

weight, blood lead and hemoglobin. Your physician will help you to determine if these screenings are appropriate at this time and discuss any options with you.

Management of Illness

BUMP 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 school experience, it is possible 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 school. Sick children will be sent home. Please plan 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 immediately be isolated and discharged to the parent or emergency contact and not allowed to return until the specified time that is listed unless instructed otherwise by a doctor:

- **Temperature of 100°F until fever subsides without the use of fever reducers for 24 hours from fever's end.**
- Diarrhea, more than three consecutive watery or loose bowel movements in a 24-hour period- until the diarrhea is resolved.
- Blood in stool not explainable by dietary change, medication, or hard stools- until resolved.
- Persistent abdominal pain (> 2 hours) or intermittent pain associated with fever or other signs/symptoms- until resolved & no fever for 24 hours.
- Severe coughing where the child becomes red in the face or makes a whooping sound. **If diagnosed with Pertussis-** until 5 days of antibiotic.
- Difficult or rapid breathing, wheezing or uncontrolled coughing- until resolved.
- Yellow skin and/or eyes)- **If diagnosed with Hepatitis A:** until 1 week after onset or o.k. by a physician
- White of the eye is pink or red, with white or yellow eye discharge, burning, itching, frequent tearing. **If diagnosed with Pink Eye:** 24 hours after treatment has been initiated.
- Untreated skin patches, unusual spots or rashes with or without fever or behavior change- until a health care provider determines that these symptoms do not indicate a communicable disease; or other skin conditions such as Herpes simplex lesions, Impetigo (24 hours after treatment), Scabies (until treatment is completed), Shingles (until sores are dried and crusted)
- Unusually dark urine or gray/white stools- until resolved.
- Stiff neck with an elevated temperature- until resolved & no fever for 24 hours.
- Evidence of untreated lice, scabies, or other parasitic infestation, until treated.
- Vomiting more than once in 24hour period or when accompanied by any other sign of illness- 24 hours from last incidence of vomiting & or fever.
- Sore throat or difficulty swallowing- **If diagnosed with Strep-** antibiotic and fever free for 24 hours
- Sores in or around the mouth with drooling- until it is determined by a doctor that child is not contagious
- **If diagnosed with Chickenpox-** until all sores have dried and crusted
- **If diagnosed with Measles-** until 4 days after onset of rash
- **If diagnosed with Mumps** – until 9 days after parotid gland swelling
- **If diagnosed with Rubella** – until 6 days after onset of rash
- **If diagnosed with Tuberculosis** – until note from physician stating o.k. to return to school
- **If diagnosed with Impetigo** – until 24 hours after treatment is begun
- **If diagnosed with COVID** – we will follow the current guidance of Public Health as this is still evolving.

Any child demonstrating signs of illness not listed above such as unusual tiredness, inexplicable irritability or persistent crying, or other unusual signs for the child will be isolated and carefully observed for symptoms and 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 or mat used by the sick child will be washed and disinfected before being used again. Any linen used will be sent home to be washed and returned when the child returns to school.

Parents will be notified by a flyer outside the classroom door and through email if the children are exposed to a communicable disease. Children will be readmitted to the preschool after 24 hours of being free of fever, diarrhea, and other symptoms. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious.

Medication

BUMP does not administer medication other than emergency medication provided by the parent with the required documentation. Our policy states that a child needing medication due to illness must stay home until he/she is well. All emergency medications, ie Epipens, need to have the Medical Care Plan **and possibly a Request for Administration of Medication** form filled out by a doctor, physician's assistant, or licensed nurse practitioner prior to the child needing medication attending school.

If you wish to send your child with suntan lotion, hand lotion, or lip balm, please fill out the Request for Administration of Medication form, and bring it with the lotion or lip balm to the office. Children are not permitted to have lip balm or hand sanitizer in their pockets or in their backpacks. All topical creams and lotions are considered medication by the state of Ohio, and must remain in the control of an adult.

School-age children (children who are age-eligible for Kindergarten or above) will not be permitted to carry their own medication or ointments. A BUMP staff member will hold all medications or ointments for them.

Food Supplements or Modified Diets

If your child requires a food supplement or modified diet, you must secure written information from your child's physician regarding this as well as fill out JFS Form 1217 Request for Administration of Medication/ Modified Diets and have this form signed by their physician. Please speak with the preschool director for more details.

Emergencies, Serious Illness & Injury

School-wide Emergency

BUMP has procedures in place to prepare and react quickly in the event of an emergency while children are in the preschool's care. To prepare children for the unlikely event of a fire or tornado, the preschool conducts monthly fire drills, periodic tornado drills, and quarterly lock down drills. Should we need to evacuate the building, the emergency destination is Cassingham Elementary School, located south of the preschool at 250 S. Cassingham Rd. A sign will be posted on the door of the preschool indicating we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. Please do NOT call Cassingham School as we will be using the telephones to contact the preschoolers' parents.

Facility and Equipment

Children will be supervised when teaching staff are near equipment that could cause injury. The preschool teachers, preschool director, building supervisor, and building manager will work together to maintain the facility and equipment. The following are prohibited inside Bexley United Methodist Church/Preschool: smoking, firearms, intoxicating substances, and significant hazards.

Accidents/Emergencies/Incidents

There is always one staff member present who has received training in First Aid, Communicable Disease and CPR. In the case of a minor accident/injury, a staff member will administer basic first aid and TLC. If the injury is more serious, first aid would be administered, and the parents will be notified immediately to assist in deciding an appropriate course of action. If any injury 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. Every attempt will be made to contact a parent, however if a parent cannot be notified the emergency contacts will be notified.

In case of an incident/injury an incident report will be completed and given to whoever picks up the child on the day of the accident/injury. Incident/injury include the following: illness, accident, injury which requires first aid, a bump or blow to the head, the child has to be transported by emergency squad, or an unusual/unexpected event occurs which jeopardizes the safety of the child. The incident or injury will also be reported to ODJFS through their online reporting system in OCLQS. If a child requires emergency transportation, the report will be available within 24 hours after the incident/injury occurs.

Additionally, if an incident occurs where a child behaves in an aggressive manner (ie biting, choking, punching etc) an incident report will be completed for both the aggressor and victim detailing the incident. If aggressive behavior is occurring on a frequent or regular basis a conference with the child's parents will be requested to form a behavior plan.

Serious Risk Non-Compliance Caretaker Notification

Licensed Child Care Centers are now required to notify caretakers when a serious risk non-compliance (SRNC) is cited in an inspection report. An SRNC is a rule violation that has the potential to lead to a great risk of harm to or death of a child. If BUMP receives any SRNC during a licensing inspection, we will provide within 15 days of receipt of the SRNC, a dated, written notice as well as email copy of the notice to all enrolled families with a description and explanation of the SRNC. We will include the ODJFS website where the inspection reports are available for review. **(Error! Hyperlink reference not valid.** ODJFS will also receive a copy of the notification.

Child Abuse, Child Neglect and Reporting

All staff members are mandated reporters of child abuse. If staff members suspect that a child is being abused and/or neglected by families, staff, volunteers, or others, then the preschool MUST make a report to Franklin County Children's Services. The safety of the children is always our first concern.

Field Trips

We may take fieldtrips periodically to enrich and enhance our children's' learning experience. Parents will provide transportation for school field trips. A staff member with first aid/communicable disease and CPR trainings will be present on field trips. Before departing BUMP, a count will be taken of all of the children and they will be noted on a separate attendance sheet specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all the children have safely arrived. This process will be repeated upon leaving the destination and returning to the preschool. During the course of field trips, each staff member will have specific children that they are responsible for supervising. BUMP does not participate in any fieldtrips involving water activities or swimming.

Written permission will be obtained from a parent/guardian before any child participates in either routine or non-routine field trips. If written permission is not obtained for a child, then the child will not be able to attend. We take a variety of field trips which correlate with the curriculum during the school year. If a field trip is scheduled on a day a child is not scheduled to attend, then a parent/guardian will need to accompany the child (to maintain adult/child ratio) with prior authorization form the teachers.

For field trips when parents are asked to drive, their responsibilities are:

1. All adults and children in each car must be fastened in seat belts. For those children required by state law to be in child safety seats/ boosters (under 8 years of age and under 80 pounds), the seats must be in the rear of the car.
2. Parents are responsible throughout the field trip for the group of children assigned to their car.

3. Because we are unable to accommodate siblings, other arrangements need to be made for siblings when you drive. This is a special time for you and your preschool child.
4. All children in your car must be brought to classroom before dismissal. No one is to be dismissed from the parking lot.
5. All drivers on field trips must have a valid driver's license and valid liability insurance.

Taking a walk around the block is considered a routine field trip and BUMP will ensure that the appropriate number of staff accompany any class taking a walk.

Napping & Resting

Because the children are 3 to 5 years old, they may require a nap regularly or occasionally. If your child's day at BUMP extends beyond 12:30 pm and they need a nap, a cot will be assigned to your child. Please provide 1 or 2 small blankets. BUMP does not supply blankets or bedding. Your child may bring a stuffed animal or travel size/small pillow. These items will be stored in a special designated area for nap and should be taken home weekly for laundering or sooner if soiled.

Children not requiring a nap, but attending beyond 12:30 pm, will take part in a quiet rest time on a mat. During this time your child may choose quiet activities such as books, puzzles, writing materials, etc. to take to his/her mat for independent quiet work.

If your child consistently will not sleep at school, or having a nap is disrupting their bedtime routine, please reach out to the office to discuss a change in nap routine. Children naturally begin to nap less at this age, and we can help them progress from a daily nap to a quiet rest as it is needed. Please understand that BUMP cannot force a child to nap, but can provide a calm, quiet environment to encourage it. BUMP does not provide overnight, evening, or weekend care.

Inclement Weather, School Delay, or Cancellation

On rare occasions, it may be necessary to close or delay the opening of the preschool due to poor weather conditions or a building problem such as a power outage. We will make every effort to open our doors at the normal time. If circumstances should arise, we will immediately update the BUMP Parents 2021-2022 Facebook page and send out an school-wide email. Also, you can watch television stations WCMH 4, WSYX 6, and WBNS 10 for closing information. We may have to close even if Bexley Schools have not closed based on various factors. If Bexley Schools have been closed due to weather then BUMP is closed as well. If Bexley Schools have a 1 hour delay then school does not open until 10:00 a.m. If Bexley Schools have a 2 hour delay then BUMP is closed for the day. Do not call the school to check because the message on the answering machine cannot be changed from a remote location. Please note that should school be cancelled, there is no tuition credit offered for the day as we will still pay our staff.

Should we experience a weather issue that would result in school closing early, we will send out a school-wide email, phone parents, and post on our private parent Facebook page. Parents should go to their child's classroom to pick up and check out their child in this case.

Disenrollment Policy

The chief goal of BUMP is to meet the needs of all children enrolled in the program. If during a school year staff members develop serious concern about a child's adaptability to the preschool setting and our ability to meet their needs, or the safety of a child to themselves or those around them, the following procedures will be followed:

1. Prior to requesting a parent/teacher conference, the teacher and/or director will:
 - a. Document observable behaviors, patterns, and attitudes.
 - b. Make contact with the parent to confirm/support/discuss observations.

- c. Send a letter of concerns and/or observations to the child's parent.
- d. Schedule a meeting at a convenient time.
2. At the time of the conference:
 - a. Those participating may include the parent(s) and /or guardian(s) of the student, BUMP director, representatives of the preschool staff, and any support person desired by the parent(s) or guardian(s).
 - b. Particular concerns about the student will be addressed, including any documentation.
 - c. An action plan will be developed and implemented with the best interests of the child in mind.
 - d. Additional resources and options may be identified.
3. If reasonable efforts to meet the needs of the child in the larger Preschool setting have failed, BUMP:
 - a. Will provide parents with a two-week notice, in writing, as to their intention to withdraw the student from the program.
4. Appropriate refunds will be based on pre-paid fees.

Grievance Policy

BUMP strives to keep the lines of communication between school and family open at all times. Positive communication is always more productive and beneficial. Should any concern about a child's participation in the BUMP program occur or if a parent or employee has a concern about any aspect of the preschool, the following steps are recommended for dealing with the concerns:

1. The classroom teacher(s) should be contacted to arrange a conference to present the concerns.
2. If the classroom teacher is the subject of the concern, or if the concern is regarding the preschool as a whole, the parent or employee should arrange a conference with the preschool director.
3. If the teacher(s) or director is not able to satisfactorily address the parent's or employee's concerns, the parent or employee should arrange a conference with the Pastor of BUMC, Rev. Colleen Ogle.
4. Parents reserve the right to withdraw his/her child from BUMP. Fees that have been prepaid in advance for time not enrolled will be refunded minus the current month. Employees reserve the right to terminate their employment and will be paid for all time worked.

Withdrawal During the School Year

There are situations that arise such as moving, parent work changes, and family changes that necessitate families to withdraw their child from BUMP. BUMP will make every effort to help parents transfer records to new schools if need be. Families will be expected to pay a two-week pro-rated tuition unless 30-days' notice is given beforehand. This is because it is often difficult to fill open positions during the school year.

Miscellaneous Policies A-Z

Back Packs

Children may bring backpacks to school. However, parents should inspect backpacks daily before leaving for school to verify no toys, weapons, electronic devices, and no medications (including lip balms and any lotions or hand sanitizer) are in the backpacks. Please keep in mind that cubby space is limited when choosing backpack size.

Birthdays

Birthday celebrations are left up to individual classrooms. Please abide by the rules set forth for each classroom. Birthday treats should be something that is prepackaged or pre-portioned such as popsicles, rice krispie treats, mini-muffins, brownies, etc that requires minimal handling. As with any change, discuss the expectations with your child prior to that morning – "I am going drop off your birthday treats, and then I will be leaving so you can have fun with your friends. I will come get you after lunch like always do!"

We do ask that you do not bring whole sheet cakes for birthdays as serving and cutting cakes in the classroom is difficult. If you are having a party outside the school to celebrate, please mail invitations using your class list. And please remember: **Do not put birthday invitations in folders or mailboxes at school, unless the entire class is invited.** Things get lost easily, and feelings are inevitably hurt. Please do not plan to hold your child's birthday party during class time as teachers are unable to add that to the daily schedule. Birthday celebrations at school should be brief and are often done as a treat at the end of lunchtime.

Clothing

Accidents occur and spills happen. Please provide at least one extra set of clothing (changed seasonally) to be stored in your child's classroom. The extra clothing should include underwear and socks. Please put them in a zip lock bag with your child's name on the outside of the bag and on each clothing item inside.

Because young children learn through play, it is important that you dress them accordingly. Casual, comfortable clothes are best. Painting and other sensory activities can get quite messy, and we do not want you or your child's concern for their clothes to inhibit their participation. Close-toed, rubber soled shoes are recommended for indoor and outdoor play. Sandals without a back strap can be dangerous for the children on the stairs, in the classrooms, and on the playground. Please label belongings including book bags and all clothing (including sweaters, sweatshirts, jackets, coats, boots, hats, and mittens) with your child's name. This is very important for the teachers in determining ownership of these items.

Evaluation of the Program

Parents may be asked to complete an annual evaluation survey of the preschool program. All surveys are tabulated, and all comments are compiled. The preschool director will review the survey results with the teaching staff and the BUMP Parent Board. The program uses the results of the survey as a basis in making program improvements and for continuing successful portions of the preschool program.

License

BUMP is licensed by the State of Ohio, Ohio Department of Job and Family Services (ODJFS). The license is posted on the clipboard next to the parent bulletin board in the hallway on the main level. Parents may view licensing inspection reports at: <http://childcaresearch.ohio.gov/inspections>. At the end of the handbook you will find Appendix C which is required by licensing rule 5101:2-12-07 of the OAC.

Parking Lot Safety

The BUMP staff and the Board of Trustees of Bexley United Methodist Church are continually concerned with safety issues of the parking lot. We have strict guidelines that we teach the children, and we strongly urge you to comply with these rules:

- Every child needs to be with an adult while in the parking lot.
- When going across the parking lot (to or from the car), every child needs to be holding a hand or holding onto a parent's coat or pants. When going to the car, please get all the children inside the car first, and then fasten seat belts.
- When getting out of the car, make children who can unbuckle their own seat belts wait inside the car while you unbuckle the children who need assistance. After all children are ready, have them all exit the same side of the car where the adult is standing and watching.
- When leaving the preschool, please turn down (or off) the volume on your car radio and put your window down, if possible, to provide optimal hearing until you have driven out of the parking lot.
- You may use the handicap spaces at the side of the building during drop off and pick up but do not use the ones located at the rear of the building.
- Please, **do not** leave siblings unattended in a car.
- When entering the parking lot please use the drive closest to Broad Street and exit using the other driveway located at the south end of the parking lot.

Pet Policy

5101:2-12-15 Ohio Licensing Law - A pet or animal is permitted if it presents no apparent threat to the safety or health of the children. All pets shall be properly housed, cared for, and inoculated. Verifications of inoculations for each pet requiring such inoculations shall be on file at the center for review by the department. Children shall not be directly exposed to animal urine or feces.

Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when near animals and make sure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not permitted as classroom pets due to the risk of salmonella infection. It is up to teachers to invite pets into the classroom. If you are bringing a family pet to pick up or drop off, please ensure that they are properly leashed or housed and be mindful that some children might be fearful of animals or have allergies.

Registration for Next School Year

Families with children currently enrolled at BUMP may enroll their children for the next school year during the month of January. We will hold rolling admission to prospective families after the first two weeks of January. Registration is complete when all required forms have been returned to the preschool office and the \$150.00 non-refundable registration fee is paid.

Staff Credentials

BUMP takes great pride in our staff. Many staff members hold degrees or have years of experience and training in education, child development, or a related field. Teachers are required to obtain continuing education through college classes, approved early childhood education conferences, or professional development classes. Teachers also hold state approved certifications in First Aid, CPR, Child Abuse Recognition, and Communicable Disease Prevention.

Toys at School

Toys should be left at home. The school cannot be responsible for lost toys. We offer a wide variety of educational materials and activities which will engage your child. Special items may be brought from home that pertain to sharing day or a particular unit of study in your child's classroom – please consult your child's teacher regarding these items. Play guns, knives, war toys/weapons are not permitted at BUMP at any time.

Use of Premises

The playground is for use of BUMC and BUMP- others are welcome when preschool is not in session and classes are not using it. Children must be accompanied by an adult. After preschool dismisses at 12:30pm, families may use the playground or front lawn until 1:15pm. Please be courteous and leave the playground as you found it. For building security, the large muscle room and equipment is not open to general play by families.

Please supervise your child if playing on the front lawn. Climbing of trees, playing in landscaping, or climbing of retaining walls is prohibited.

Meal and Snack Requirements

The number of meals, snacks and/or breakfast provided by a licensed child care center is to be available as follows:

Center Hours of Operation	Meals and Snacks Available
4 to 8 hours per day	One of the following: <ul style="list-style-type: none"> • 1 meal and 1 snack • 1 meal and breakfast
More than 8 hours and fewer than 14 hours per day	One of the following: <ul style="list-style-type: none"> • 1 meal and 2 snacks • 1 meal and breakfast • 1 meal and 1 snack • 2 meals and 1 snack
More than 14 hours or overnight	breakfast, 2 meals and 2 snacks
After school for school children	1 snack

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

1. Meat or meat alternative
2. Breads and grains
3. Fruits and vegetables (juices may be used if 100% and undiluted)
4. Fluid Milk (see appendix C to rule 5101:2-12-22)

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 United States Department of Agriculture USDA)	All of the following: <ul style="list-style-type: none"> • 1 serving of fluid milk • 1 serving of meat or 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 or dinner, two different kinds of vegetables are to be served.

Portion Sizes for Meals

Meal	Component	Minimum Serving		
	Age of Child	1 & 2 years	3-5 years	6-12 years
Breakfast	Meat or Meat Alternative (optional)	½ oz.	½ oz.	1 oz.
	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or ½ oz.	½ slice ⅓ cup or ½ oz.	½ slice ¾ cup or 1 oz.
Meal	Meat or Meat Alternative	1 oz	1 ½ oz.	2 oz.
	Fruit Or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	½ oz.	1 oz.
	Fruit Or Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.
	Fluid Milk	½ cup	½ cup	1 cup

Additional information on meal preparation and nutrition may be found at:
http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). 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 center 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 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 notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

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 ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

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>.