**Hyde Park Play School**

**Parent Handbook**



3846 Drake Ave

Cincinnati, OH 45209

(513) 631-2095

office@hydeparkplayschool.com

www.hydeparkplayschool.com

**Hours of Operation**:

Monday – Friday

6:30am – 6:00pm



***An Early Bird Education Group School***

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## **Introduction and About Us**

### Welcome to Hyde Park Play School and the Early Bird Family

We are pleased to welcome you to Hyde Park Play School (HPPS)! We are so glad that you have chosen us to provide safe and stimulating early care and education to your child. At Hyde Park Play School, we strive to encompass the minds of young children through art, sensory, fine motor, and large motor skills. Our dedicated teaching and administrative staff will work hard to ensure your child is safely cared for in a loving environment and is kindergarten ready.

Our school is licensed as a childcare center with the state of Ohio and was first established in 1949 with the goal of providing high quality childcare and early learning to the Hyde Park and Oakley neighborhoods in Cincinnati, Ohio. Since July 2021, Hyde Park Play School has been part of the broader Early Bird Education Group family, an ownership group that owns multiple high quality early childhood education schools in Ohio and Kentucky.

### Mission Statement

Our goal at Hyde Park Play School is to provide in Cincinnati the highest quality childcare and early learning possible. It is extremely important that we not only provide a safe and loving environment for children, but that we also deliver a top-notch preschool education in the process.

### Our Values

**Safety First**.Safety and compliance come first, always. We do not cut corners nor tolerate situations or behaviors that compromise safety.

**Serve Others**. We exist to serve and support others. No job is too small. Ownership serves and supports management, management serves and supports teachers, and teachers serve and support our children.

**Grow Together**.Growth is at the core of Early Bird. Our children grow during their most formative years, our staff have unprecedented growth opportunities and the organization is relentlessly striving for growth in quality and scale

**Take Pride**. Early childhood education is more than a job, it is a calling. We take pride in the responsibility we have to our communities by providing exceptional quality of care and education to our children.

**Teamwork.** It takes a village to raise a child. Our staff work together with each other and our families to provide the best outcome for our children.

**Be Nice.** Everyone deserves to be treated with kindness and respect. We are kind to each other and to our families, no matter the circumstance.

### Licensing Information

Hyde Park Play School is licensed by the Ohio Department of Job and Family Services. The license is available for review in the school entrance. A copy of laws and rules governing childcare centers and schools as well as our most recent licensing inspection results are available on ODJFS’s website. The school is in total compliance with health, fire and building regulations and is inspected annually or more often as needed. Should you need any further information on the review process, or if you would like to contact ODJFS, please see an administrator at the front office.

### Handbook Introduction

This handbook should serve as your guide to our program. It is part of the contractual agreement between you, the parent, and Hyde Park Play School. We hope that they will help you better understand our policies and procedures. We reserve the right to modify these policies and procedures at any time to comply with state regulations or company directives. Please save these materials for future reference.

This handbook does not contain every policy enforced by Hyde Park Play School and should not be considered an exclusive compilation of Hyde Park Play School policies. If at any time you have questions regarding any of these policies, provisions, or any employment issue, you should contact the director.

## **Operations**

### Hours and Days of Operation

Hours of operation are Monday through Friday from 6:30am to 6:00pm on all days other than the following holidays and in-service days, for which Hyde Park Play School will be closed for.

**Holidays**: Hyde Park Play School will be closed on the following holidays. In the case in which a holiday is on a weekend, we will be closed either the Friday before or Monday after.

* New Year’s Eve
* New Year’s Day
* Martin Luther King Jr. Day
* President’s Day
* Memorial Day
* Juneteenth Day
* Independence Day
* Labor Day
* Thanksgiving Day
* Day after Thanksgiving
* Christmas Eve
* Christmas Day

**In-Service Days**: In-service days are days in which the school will be closed for our families but utilized to have full-day training sessions with our staff. Such days are crucial to ensure proper, focused training and certification for our staff. Hyde Park Play School reserves the right to call for up to 2 in-service days a year for which the school will be closed for. We will announce in-service days at least 60 days in advance.

### Drop Off & Pick-Up Policies

Parents are required to bring their child inside and accompany them to the classroom each day. Parents are required to keep their child close and within their direct sight while entering and exiting the building. Any special messages, medications, special pickup notes, etc. are to be given to the teacher or staff responsible for the child’s care. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick-up, parents must make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after sign-out.

Children may not be released to anyone under 18 years of age. Children will only be released to the adult who enrolled the child or someone authorized in writing by that person. Adults will be required to show picture identification to staff members if they are not known or recognized. All children must be picked up from the school by the scheduled closing time. If your child is not picked up by the scheduled closing time, we will attempt to contact you and your designated emergency contacts. If these attempts are unsuccessful, and after one hour, we will notify the local authorities and release your child to their custody. Late pick-up fees will also be assessed (see more below).

If there are custody issues involving your child, you must provide the school with court papers indicating who has permission to pick up the child. We may deny a parent access to his child without proper documentation.

### Inclement Weather

Hyde Park Play School will make reasonable efforts to open in poor weather. However, the school may choose to close at the management’s discretion, which will largely follow local weather forecasts and guidance. In these instances, regular payment is expected. Parents will be notified and updated through Brightwheel.

## **Program Information**

### Ratios

As a licensed childcare provider by the state of Ohio, Hyde Park Play School is required to not exceed state required staff to child ratios. Because we desire to provide a higher level of quality care, **Hyde Park Play School strives to maintain lower ratios than state requirements in most of our classrooms as shown below**. We believe our ratios are also more favorable than most of our competitors. Ratio for toddlers and preschoolers may be doubled for 2 hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the required staff to child ratio if there is an emergency.

|  |  |  |
| --- | --- | --- |
| **Classroom** | **HPPS Self-Imposed Ratios** **(Staff to Child)** | **State Required Ratios****(Staff to Child)** |
| Younger Infants (<12 mo.) | 1 to 4 | 1 to 5, or 2 to 12 |
| Older Infants (12 – 18 mo.) | 1 to 5 | 1 to 6, or 2 to 12 |
| Younger Toddlers (18 – 30 mo.) | 1 to 6 | 1 to 7, or 2 to 14 |
| Older Toddlers (30 – 36 mo.) | 1 to 7 | 1 to 8, or 2 to 16 |
| Early Preschool (3 – 4 yrs.) | 1 to 12 | 1 to 12, or 2 to 24 |
| Preschool (4 yrs. – Kindergarten) | 1 to 12 | 1 to 14, or 2 to 28 |

### Programming by Age Group and Curriculum

**Infant Program**

In order to give your child, the best care, we require parents to provide us with their child’s written schedule of his/her daily routine, along with their eating/feeding schedules. We will try to keep him/her on this schedule, if at all possible.

Food, Clothing, and Napping

With our infants, we furnish crib sheets, and we also launder items as necessary. Parents furnish diapers and wipes as well as all baby food and formula fresh each day. Please clearly label child’s items, breast milk, and formula with the child’s first and last name. Bottles need to be prepared at home with breast milk or formula and they must also have date of preparation, and date pumped. If it is a bottle prepared with breast milk, it must have the child’s first and last name and the date pumped and the date prepared. If Frozen breast milk is stored here, it must have child’s first and last name and the date it was pumped and the date it is given to us. If your infant is old enough to eat table food and drink regular milk, then we will provide that. Due to the safety of the children, please do not send in any glass bottles. Infants under four months of age are required to have a doctor’s note if a parent wishes for their child to have any food other than breast milk or formula. If a parent needs to feed/nurse or pump here, there is a rocker located in our infant room.

Blankets are not permitted for children under twelve months of age. Parents may provide a one-piece sleeper/wearable blanket or a wearable swaddling blanket. Only children who are not yet able to roll over are permitted to be swaddled using a wearable swaddling blanket. Infants under 12 months old shall be placed on their backs to sleep unless the parent provides a “sleep position waiver statement for childcare, provided by the Center and signed by the child’s physician. Children who use pacifiers with stuffed animals attached to it or pacifiers with a clip attached to it may not use them in the crib. They may use them while playing but they are not permitted in the crib.

Stimulation

We provide stimulation for our infants by exercising them, reading to them, holding and talking to them, playing with them, playing music for them, and by providing educational toys for them to play with. When weather is permitting, children will be taken outside. We also have strollers and take our infants on walks.

**Toddler Program**

Schedule

With our toddlers, we have a balanced program which includes soft and cuddly toys, simple puzzles, building blocks, story books, finger plays, songs, music, sand and water play, pasta play, dress-ups, (and different types of dramatic play), push-and-pull toys, simple manipulative, cars and trucks, and a school wide program that covers a theme a week. Teachers use the theme to create developmentally appropriate activities, crafts, and play to meet the needs to each child. This program is especially for toddlers and introduces activities including simple paintings and pastings and coloring activities. Our older Toddler Program features all the above, plus a program called Just for Twos, which is a learning extension to the Warm World program.

HPPS will provide outdoor play each day in suitable weather for toddlers, pre-school, and school-age children in attendance for four or more consecutive daylight hours. We do not, however, take the children outdoors if it is raining, during bad weather alerts, or below 25 degrees or above 90 degrees with regards to the humidity and wind chill.

Clothing

Parents may bring in a blanket if you so desire for naptime, but, no pillows, please. Please provide an extra set of clothing to keep in your child’s cubby. All clothing and any other articles brought into the school must be clearly labeled with your child’s name, as we are not responsible for any lost articles.

Potty Training

Parents of toddlers who are not yet potty trained are required to provide disposable diapers/pull-ups and wipes. When you are ready to begin toilet training your child, we will gladly work with you to assist you in this process, providing your child is old enough, and that we can both agree that he/she is ready for toilet training.

**Preschool Program**

Our preschool teachers use the foundations behind The Creative Curriculum when planning weekly lessons for their classrooms. The Creative Curriculum balances both teacher-directed and child-initiated learning, with an emphasis on responding to individual children’s learning styles and building on their strengths and interests. It also follows the Early Learning Developmental Standards as set forth by the State of Ohio. These standards include areas for cognitive, physical, social, and emotional development.

Informal assessments are sent home once a year, in order to assess your child’s progress. Periodically (at least once a year), parent/teacher conferences for enrolled children are scheduled (usually following the evaluation), in order to discuss your child. If a parent should request a “special” conference at any other time, we will arrange to schedule one.

### Parent Engagement

Hyde Park Play School offers an open-door policy for parents of *enrolled children*. Parents are encouraged to participate whenever possible in the activities at Hyde Park Play School. Parents have access to all areas of the building used for their child’s care during hours of operation. Parents may wish to attend field trips, class parties, and special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a child's progress or needs. Due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Regular parent/teacher conferences will be available upon request.

Parents are also encouraged to use the parent engagement feature on Brightwheel to seek updates and pictures from the staff regarding their children’s activities. Please be mindful about the fact that our teachers are busy during work hours and any lengthy conversations or questions take away time they can be spending educating and caring for children. Please direct lengthy conversations or questions to the director and/or make appointments with staff.

If parents have any concerns or questions at any time, it is recommended that they schedule time to talk to the child’s teacher. If resolution is not found, parents are welcome to contact the director. Employees with concerns are asked to follow the same chain of command, starting with the administrator.

### Food

Meals and Snacks

We provide a morning snack at 8:45 a.m., lunch at 11:30 a.m., and an afternoon snack at 2:45 p.m. Each of the snacks will contain at least two nutritional foods. Lunches and snacks are state approved and shall meet all childcare licensing requirements.

A two-week rotating menu is provided to our parents so that they may know from day to day what is being served. Our menu is peanut, tree nut and pine nut free. A menu is also posted in the office on the first floor. Although we follow this menu most of the time, occasionally there may be a substitution. The substitution meal will be posted in the little office on the first floor.

If your child has a special food allergy, please write it down on your child’s records and make sure you communicate it to the office so that we can make sure it is posted in the kitchen, in your child’s classroom and in our office, so that particular item is not given to your child. If a food allergy requires many menu alterations, the parent may be asked to bring in their child’s lunch and or snacks. We cannot, however, provide daily substitutions for a particular child because a child does not like a certain item on the menu. Some children are very “picky” eaters and this can quickly get out of hand. Should any type of “special” lunch be needed, it is up the parent to send in a substitution.

Whole milk will be provided for children 12 months-24 months of age. One percent or skim milk will be provided for children 24 months and older. If a child requires any other type of milk or milk substitute, please notify our office so that we can give you the necessary paperwork to go with the substitution.

Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the Administrator for more details regarding this. When special diets are required for cultural or religious reasons, the Center shall obtain written, dated, and signed instructions from the child’s parent.

Birthday or Holiday Treats

Birthdays are very important to a child. Your child may bring in cupcakes or cookies on his/her birthday or for some other “special” day. Birthday treats need to be free of any type of nuts. Please check with the teacher in case there may be another birthday celebration on the same day. Enough “treats” should be brought in to share with everyone in the class.

## **Enrollment Agreement and Payment Policies**

### Registration & Deposit

Upon enrollment, parents must pay a one-time registration fee per family as well as the first and last week tuition fees. This will be paid charged through Brightwheel. The last week of tuition will be held as a deposit, which will be applied towards the last week of tuition upon graduation or withdrawal from the program. Until the registration fee and first and last week tuition fees are received, your child(ren) will not be considered enrolled and cannot start in our program.

### Payment Policies

Parents agree to pay the current tuition rates as provided by the administration. All payments will be facilitated electronically through Brightwheel, including the registration, deposit and any one-time charges. Hyde Park Play School will not accept cash or checks. Tuition will be billed weekly on Fridays for the following week of care, and payment is promptly due by Monday of the week of care. We strongly encourage parents opt-in to the auto-pay feature on Brightwheel so that weekly payments are automatically paid on time. Otherwise, parents will receive a notification from Brightwheel to manually make the payment. Parents are also able to make prepayments beyond one week of tuition through Brightwheel. Weekly tuition fees are due and non-refundable regardless of holidays, illness, vacation or inclement weather.

### Withdrawal

Hyde Park Play School requires a 30 day written notice of withdrawal. If a 30 day written notice is not provided, Hyde Park Play School will bill tuition 30 days from the date of notice of withdrawal. The initial deposit will be applied for the last week and full tuition will be due for any remaining time period.

### Late Payments and Delinquent Accounts

Hyde Park Play School will charge a late payment fee of $25 for each day after the tuition payment due date on Monday of the week of service. If payment has not been made 2 days after the tuition payment due date so that the account is fully up to date on payments, we reserve the right to refuse service until the account has been fully paid off. Delinquent accounts that are never fully paid off may be sent to debt collection agencies on behalf of Hyde Park Play School. If you have any questions or concerns regarding paying on time, please consult the administrator.

Hyde Park Play School will open at 6:30am and close at 6:00pm. A phone call is required if unable to pick up your child before that day’s closing time. A late fee of $5.00 will be charged for the first 5 minutes and an additional fee of $1.00 per child for each 1 minute period thereafter. Late fees will be charged through Brightwheel. Please do not pay the teachers directly.

### Attendance

For the benefit of your child and consistency of our programming, we ask that you maintain a regular pattern of attendance. In order to maintain a quality program with proper staffing, we ask that you notify the director if your child will be absent or late (arriving after their regularly scheduled arrival time).

**If a child will be absent, the absence must be reported to the school no later than 9am.**

### Right to Suspend or Sever Enrollment

Hyde Park Play School reserves the right to deny, cancel, sever or suspend a child’s enrollment at any time the school, in its sole discretion deems such action to be in the best interest of the child or the school. In such event, any unused tuition will be refunded.

### Temporary Disenrollment

We will not hold a spot for a currently enrolled child unless regular weekly tuition rates are being paid. Withdrawal and re-enrollment into the program will result in a registration fee and first and last week of tuition.

### Sibling Discount

Any family with two children enrolled full-time will receive $20 off the total weekly tuition amount for the family. Any family with three or more children enrolled full-time will receive $40 off the total weekly tuition amount for the family.

## **Supervision, Guidance, Accidents and Illness Policies**

### Supervision

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

**Supervision of Infants, Toddlers/Preschoolers**

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

Our staff members have various and different degrees of educational backgrounds, ranging from high school diploma, some college, CDA, or Early Childhood Educational degree, State Certification, etc. Additional training begins upon employment and remains on-going in the following areas: Child development, First Aid, Infant/child/adult CPR, Child Abuse Recognition, Communicable Disease Recognition, and proper hand-washing and disinfecting techniques. All staff training in First Aid, CPR, Communicable Diseases and Child Abuse Recognition shall be done by a licensed physician, a registered nurse, an EMT certified technician or an American Red Cross instructor.

Upon employment at our Center, each staff member obtains their fingerprints for both State and Federal. This process is repeated for every fifth year of employment at our Center.

### Guidance and Discipline Policy

We believe that helping the child to learn self-control is very important. Our hope is that each child will learn self- discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy, including Rule 5101:2-12-22 applies to all staff of the school. In addition, all parents while they are at the school must adhere to Rule 5101:2-12-22. A copy of Rule 5101:2-12-22 will be provided upon request.

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

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

### Biting Policy

Although common in young children, biting can be a frustrating problem. The following is an outline of the preventative strategies our staff commonly use:

* For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums
* When children bite out of frustration or during a confrontation, behavior will be redirected to some other activity or they will be shown an alternate way to get what they want. We will encourage the use of language in expressing wants and needs.
* If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to track the behavior. Conferences with parents may also be utilized to discuss the child’s actions at home, search for outside resources, etc.
* Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all of our families, parents will not be informed of the identity of the biter.
* Biting incidents will also be communicated to the parent of the biter to ensure that staff and parents work together to understand and prevent this behavior. In order to ensure the safety of all the children, if all attempts to stop the biting fail, we reserve the right to remove the biting child from our program.

### Illness Management

Hyde Park Play School provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the school. They will be sent home. Please also plan ahead and have a back- up care plan in place if you are not able to take time off from work/school. A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

* Temperature of 100 degrees F or higher-child may NOT return to school until he/she has been fever free for 24 hours unless a doctor’s note is sent stating they are not contagious
* Diarrhea (more than three abnormally loose stools within a 24-hour period)
* Severe coughing (causing the child to become red in the face or to make a whooping sound)
* Difficult or rapid breathing
* Yellowish skin or eyes
* Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
* Untreated skin patches, unusual spots or rashes
* Unusually dark urine or grey or white stools
* Stiff neck with an elevated temperature
* Evidence of untreated lice, scabies or other parasitic infestation. May only return if child is nit-free or note from doctor stating nit-free
* Vomiting more than once or when accompanied by any other sign of illness
* Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in school activities the parent will be called to pick-up the child. Parents are required to pick up their child within 1 hour of being notified. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

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

**Isolation Precautions**

A child isolated due to suspected communicable disease shall be:

1. Within sight and hearing of an adult at all times.
2. Cared for in another room or portion of a room away from other children.
3. Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomitus, or other body fluids, the cot shall be cleaned with soap and water disinfected with an appropriate Germicide.

**Mildly-Ill Child**

A mildly-ill child, (minor cold, not exhibiting any of the listed symptoms for discharge) will be permitted to stay in the class and will be closely monitored by the teacher for any communicable disease symptoms to develop.

Communicable Disease Charts shall be hanging on the wall in the main entry office of the main building, in the infant rooms, in the toddler rooms, and on the second floor of the main building. If a child has been exposed to a communicable disease, parents will be notified either in person, by phone call or letter, or by a sign put up in the room.

### Accidents and Emergencies

Hyde Park Play School has devised several procedures to follow in the event that an emergency would occur while a child is in the school’s care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, Hyde Park Play School conducts monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, our emergency destination will be posted in front of Hyde Park Play School indicating that we have been evacuated and the location where you can pick up your child. Parents will also 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.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents. There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid. If the injury/illness would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. Hyde Park Play School shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

If you indicate on the enrollment form that you do NOT give Hyde Park Play School permission to transport in an emergency-WE WILL CALL 911 for ANY emergency-then if the ambulance deems it necessary to take the child to a hospital, you MUST INDICATE on that form what you would like done with your child.

## **Other Operating Information**

### Medication

Hyde Park Play School will administer medications to a child only after the parent completes a medication administration form. All proper sections must be completed, and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubbie or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School age children only will be permitted to maintain control of their inhalers.

Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubby or book bag. Any time the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance with instructions on the label. Over the counter medications must also be administered in accordance with label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Medication Administration form. Over the counter medications will not be administered for more than three days without instructions from a physician. If a medication label reads to administer medication twice per day, Hyde Park Play School will not administer medication at school, as they can be administered both before and after attendance at the school.

### Safety and Security Policy

There is immediate access at all times in the School to a working telephone. All children will be supervised at all times. A child-care staff member in charge of a group of children shall be responsible for their safety. When a child enters our School, he/she shall be brought into the classroom by his/her parent or guardian and the parent or guardian needs to make sure that the teacher is aware that the child has arrived. When a child is leaving the school, our parents must also make sure that the teacher is aware the child is leaving. Staff will document arrival time and departure time of each child on attendance records. If your child is going to be absent, please call our office.

Our top priority is the safety and the security of our children and our staff. The key to our security is controlling who comes through the door by maintaining locked doors and controlled access. The following procedures are in place and designed to create a safe and secure environment.

* HPPS is in lock-down 24/7, and parents must have a 4-digit code to enter the facility. Additionally, all areas of the building, including entrances, driveway, play areas and individual classrooms are video/audio monitored continually.
* Any visitor to our school must buzz at the side door for entrances. Once that individual is identified, they may enter. Visitors or those who are picking up children and are not recognized by staff must produce a picture I.D. once staff has verified that the individual has been cleared to pick-up.
* Only scheduled and guided tours by Administration are permitted.
* Only currently enrolled families and current staff have coded access to the building. We ask that parents do not share their codes with others or do not hold the door for others to gain access to the building unless you are certain that individual is a parent to a child enrolled.
* In accordance with the State of Ohio, as part of our emergency plan, District 2 Police Station has been provided with our contact information, safety plans, blueprints of the facility and building plans.
* In case of emergency, teachers are instructed to account for all children with a name to face attendance check using their attendance sheets, and to secure children in the safest location in the building or outside. Parents are to be notified as soon as possible.
* If you cannot pick up your child on a certain day, you must either tell us in person that morning or the day before, or call us personally, during the day and let us know who will be picking up your child. That person must bring personal identification with them, such as a driver’s license.

NO CHILD WILL BE PERMITTED TO LEAVE THE PREMISES WITH ANYONE OTHER THAN THE PARENT OR GUARDIAN UNLESS WE HAVE BEEN INSTRUCTED BY THE PARENT OR GUARDIAN OF THAT CHILD.

### Transition Time

You will be notified when your child is ready to move up to the next classroom. When it becomes time for a child to transition to the next classroom, parents will be notified in writing by an Administrator, explaining when the child will be moving, into which group, and when he or she will visit that group before the actual move. Parents will be asked to sign and return a transition statement. Please note that children do not necessarily transition once they turn the next age and for children who are 3 years of age and older, transitions typically occur in May and August.

### Schedule Changes

Schedule changes are based on availability and must be given to an administrator 30 days in advance.

### Clothes

Please bring in an extra outfit to keep in your child’s cubby for any emergencies. Make sure your child’s name is on all articles brought in, as the School is not responsible for any lost articles. Washable play clothes are most suitable for wearing. Gym shoes are recommended for running and climbing. Sandals, clogs, and thongs are dangerous to run and climb in and should not be worn. Boots with pointed toes are not practical and sometimes turn into “weapons” if a child becomes angry with his/her classmates.

### Field Trips / Transportation

Hyde Park Play School participates in onsite field trips. Before attending an onsite field trip, a count will be taken of all of the children, and will be documented on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to ensure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the school. During the course of field trips, each staff member will have specific children for whom they are responsible. Before any child participates in either any routine trip or field trip, the school will obtain written permission from the parent or guardian.

Hyde Park Play School will not transport children in emergency situations. If a child requires transportation, the parent and/or the emergency squad will be contacted.

### Outdoor & Water Play

Outdoor play will be provided each day in suitable weather for toddlers, preschool and school children who are in attendance for four or more consecutive daylight hours. Outdoor play is a very important part of our program, and we believe the benefits of outdoor play has a huge role in a child’s development. The school shall provide outdoor play each day once in the A.M. and once in the P.M. in suitable weather, for toddlers, pre-school, and school-age children. Please see your child’s schedule to see his/her scheduled outdoor times. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rise above 90 degrees. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. We also ask that children wear closed shoes when playing outdoors.

Children will be provided with water play opportunities at Hyde Park Play School. These may include sprinklers and small pools. Parents will be asked to sign written permission slips (for children under 3 years old) prior to children engaging in water play. Please remember to send bathing suits and towels for your children. Sunscreen must also have parent consent completed for it. If your child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.

### Diapering

All of our diapered children are changed according to each child’s classroom schedule, which is in approximately every 2 hours or sooner if needed. B.M.s are changed immediately. All children are also diapered before and after every nap. We do not allow cloth diapers at our center due to sanitary concerns. Our Center’s policy requires the use of disposable diaper only. All diapers and wipes are provided by parents.

### Potty Training

Children must be potty trained to be in a preschool room. While it is normal for an occasional accident to occur, we are unable to properly care for a non-toilet trained child in our preschool and older classrooms. We reserve the right to keep such children in a developmentally appropriate classroom (e.g. toddler classroom), even if they are of age to join a preschool classroom.

### Use of Blankets in Infants

Any infant younger than 12 months of age may not be put to sleep in his crib using anything except a blanket sleeper or a wearable swaddle blanket. A parent will have to provide these items for their child.

## **Miscellaneous and Other**

### Driveway Safety

* When a child is picked up or dropped off, a parent shall pull all the way around the driveway.
* Do not leave your keys in your vehicle.
* We strongly urge parents to lock their vehicles when unattended.
* Do not leave children unattended in the vehicle.
* Do not leave valuables such as purses, wallets, cellphones, laptops, tablets or personal papers in view.
* Parents are also asked to remember to be brief in picking up and dropping off their children, so as not to tie up the flow of traffic in the driveway. If a parent thinks they may be more than a few minutes when picking up or dropping off their child, we ask that you park on the street. We have asked our staff not to park in the 3 parking spaces on the street directly in front of the school so that our parents have additional room to park while picking up their child.
* Because we are in a “residential” area, it is imperative that we have the cooperation of our parents in the driveway so that things run very smoothly at drop-off and pick-up time and we do not have “back-ups” of traffic onto the street.

### Custody Agreements

In the event of a custody dispute, this School requires legal custody documents to be in our possession on file and will abide by legal documentation in Custody Agreement. The Center may not deny a parent access to their child without proper documentation.

### Employee Solicitation Policy and Fee

We require our parents to make us aware of any commercial arrangements with our staff members (e.g. baby-sitting). In the case that such arrangements conflict with regular business hours of our operations, parents are required to pay a one-time employee solicitation fee of $1,000. This is to compensate Hyde Park Play School for the cost of recruiting, background checking, training and replacing such staff member.

In addition, parents engaged in such arrangements with our staff agree that such an engagement is not related to the school or its owners in any way, and in that regard, parents release and discharge Hyde Park Play School, its owners, employees, shareholders, directors, affiliates, heirs, successors and assigns, in their individual and professional capacities, from all claims, demands, liabilities, actions or accuses of action whatsoever which may arise from said arrangements.

### Information from Ohio Department of Job and Family Services (ODJFS)

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

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

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

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

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

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review. The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>.

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

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

## **Parent Acknowledgment**

After reading the parent handbook please sign and return this page to the administrator. This is due before the child attends Hyde Park Play School. Please feel free to ask the administrator questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for Hyde Park Play School and have had the policies reviewed with me. I understand that these policies are part of my contractual agreement with Hyde Park Play School and agree to follow all policies outlined within.

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Parent/Guardian Signature Date

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Child(ren) Name(s)