



Parent's Policy & Procedures Manual

June 1 - August 10
Children entering
Grades 1st through 6th.

6769 Maplewood
419.885.2451
sylvaniachildcare.org



Welcome!

Dear Parents,

Welcome to SCS Summer Day Camp 2018! The Sylvania Community Services child care staff is excited about having you and your child as part of the camp experience.

This booklet is designed to supply you with all the information you will need to prepare your child for camp on any given day. As with any program, changes may occur. We appreciate your flexibility and patience.

Feel free to ask questions and join us for fun at camp as often as your schedule will permit.

We look forward to working with you and your child soon!

The SCS Childcare Staff

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General Information

TIME:

Camp Time: 9:00 a.m. – 3:30 p.m. Mon. - Fri.

Extended hours: 6:30 a.m. – 9:00 a.m. and 3:30 p.m. – 6:30 p.m.

The daily/weekly fee is inclusive of all hours – 6:30 a.m. to 6:30 p.m. There is no hourly rate. This program is for children entering Grades 1 - 6 in the fall. Please inquire about Woodrow Pre-K for your Kindergartner or younger family members.

Due to state policy, all registration packets **MUST** be completed in their entirety prior to your child's first day of attendance. All medications and medical forms must be on site and verified. If a child arrives at the Summer Camp program without a completed registration, the Parent/Guardian will be called and child will need to be picked up.

DATES AND CAMP LOCATIONS:

Jun. 1st – Aug. 10th | **Maplewood Elementary School**
6769 Maplewood Ave.

During the early morning and late afternoon hours, 6:30 a.m. – 9:00 a.m. and 3:30 p.m. – 6:30 p.m., the children will be located in the gym or cafeteria. Camp activities are held between 9:00 a.m. - 3:30 p.m. The children swim daily (weather permitting) at Plummer Pool in Burnham Park. Swimming will begin Monday, June 11th.

ACTIVITIES

Children enrolled in the program are provided quality supervision by experienced staff, a weekly field trip, crafts, a morning and afternoon snack, special events and free play. Transportation for field trips is provided by Sylvania School buses. All activities, field trips, morning and afternoon snack and milk are included in the daily or weekly price.

Frequently Asked Questions

Where do I drop off and pick up my child?

We suggest using the Maplewood Ave. entrance of Maplewood Elementary at 6769 Maplewood Ave., just down the street from Plummer Pool. The check-in location will be in the cafeteria just to the right of the main door. Camp attendance sheets will be kept with each group at all times. The classes will have signs posted as to where the children are during the day when they are not in their classrooms.

What are the procedures for dropping off and picking up my child?

Parents must accompany the child into our building for check-in per State of Ohio law. After clocking in your child, be sure to check him/her in with a staff member. At the end of the day, the parent will check the child out on the time clock system and let a staff member know that the child is leaving.

For your child's safety, anyone picking up your child must have a Photo I.D. A photo I.D. must be shown when a child is checked out. No child will leave camp with an adult without a Photo I.D. Caregivers will ask for a Photo I.D. daily until we become familiar with you. Any new faces **will** be asked to show a Photo I.D. when picking up a child.

What should my child bring daily?

Your child should come dressed for an active day of outside play. No flimsy sandals please. Please wear tennis shoes whenever possible. He/she will also need:

- ✓ a packed lunch (Mon. - Thurs.)
- ✓ a swimsuit/towel
- ✓ water shoes (optional)
- ✓ sunscreen; to be left at camp (no aerosol) with child's name on it
- ✓ bag to carry wet items in

Please label each article of clothing and towels.

Can my child eat breakfast at camp?

Yes, you may pack a cold breakfast for your child to eat prior to camp. If your child would like our breakfast, we will charge your account \$2.50. Items available are cereal, pop tarts, bagels, and cereal bars. You also have the option to send breakfast with your child. We can provide milk only for \$.50. We stop serving breakfast at 7:45 a.m.

What should I pack in my child's lunch?

Each child needs to bring a sack lunch daily (Mon-Thu) that should contain a main dish (sandwich), two items from the fruits/vegetables group, and any other supplements your child likes. Milk will be provided with lunch except on field trip days, however milk is provided with a snack upon our return from the trip.

Sylvania Child care provides lunch every Friday. This is typically two slices of pizza, a cheese stick, a vegetable, fruit and milk. From time to time, we will provide something different such as hot dogs, walking tacos, etc. The children help in deciding this. Please see the posted menu for further information.

NUT FREE ZONE! To provide a safe environment for all children in our summer camp program, we ask that you do not bring any peanuts or products containing nuts into camp. Thanks for keeping all of us safe!

Can my child bring toys from home?

Children are not allowed to bring toys and games from home. This includes all electronics. SCS is not responsible for lost, stolen, or broken toys/games brought in by your child. Children are not permitted to use any social media during camp. Cell phones may not be used during camp hours.

How Can I reach the On-Site Camp Administrator?

We have a Summer Camp cell phone for emergencies. The number is **419.410.5005**. The Summer Camp Administrator will carry the cell phone from 8 a.m. - 5 p.m. Mon. - Fri. The opening staff will check for messages from 6:30 - 8:00 a.m. and the closing staff will check messages 5:00 p.m. - 6:30 p.m.

All billing questions should be directed to the office at 419.885.2451. The summer cell phone is for emergencies.

Please...

- 👉 Check your child in with our easy to use time system.
- 👉 Be sure to touch base with your child's staff member.
- 👉 Pack a nutritious lunch for your child (M-Th). We provide milk.
- 👉 **PLEASE NO POP!**
- 👉 Put your child's name on everything.
- 👉 Put your child's backpack and belongings in his/her locker.
- 👉 All foods and drinks must be kept in the cafeteria and can not go to classrooms.
- 👉 Your child will be assigned a space for their belongings on their first day.
- 👉 Check the information board weekly for daily agendas.

Thank you for helping your child start the day in a happy, positive way.

There's lots of summer fun planned!

Daily Schedule

Camp begins at 9:00 a.m. with morning announcements. Announcements help prepare your child for the day by providing them with information. Children are challenged with trivia facts, given a brief idea of that day's events and rewarded for accomplishments. The "camper of the day" and "birthdays" will be announced. **Please be sure that your camper is here for announcements.**

All field trips leave promptly at the times listed on the Field Trips Schedule. On field trip days, morning announcements may be earlier so that we can leave on time. Since your child is going on the field trip, it is imperative that you have the child here early enough for a bathroom break before the bus leaves. **Please have your child at camp 30 minutes before departure time.**

On field trips where we suggest the children bring extra money, please do not send more than \$10.

Children are in home bases unless otherwise scheduled. Signs telling you where you can find them will be posted at the entrance at camp and on or near their classroom door.

Swimming

The children swim at Plummer Pool in Burnham Park daily! Swim times are as follows (begins June 11):

Grade 1	11:00 a.m. - 12:30 p.m.
Grades 2 - 3	12:30 p.m. - 2:00 p.m.
Grades 4 - 6	2:00 p.m. - 3:30 p.m.

At Plummer Pool, any camper may wear a coast guard approved vest. The children will be given a swim test before being allowed in the pool. The children not passing the test will wear a color-coded wristband signifying that they are unable to swim in the deeper end of the pool.

Everyone is required to follow the pool rules posted by Plummer Pool. Each group will work together to come up with additional pool safety rules.

Note: We will be using Burnham Park and the Maplewood playground for our outdoor play space.

Schedule

6:30 a.m. - 8:30 a.m.

Cafeteria and the Gym

8:30 a.m. - 9:00 a.m.

All grades go to their respective classrooms to prepare for the day.

9:00 a.m.

Morning announcements in the Gym Grades 1 - 6.

9:45 a.m.

Divide into groups by classroom

10:00 a.m. - 3:30 p.m.

After morning announcements, groups will:

- ☺ organize for a field trip or daily activities
- ☺ swim, play outside or in the gym, work on a special project or skits, games, team building activities
- ☺ free play/clean up, lunch
- ☺ independent reading

Swimming at Plummer Pool for all grades. Check your child's pool schedule above.

3:30 p.m. - 6:30 p.m.
(Afternoon E.T.)

Cafeteria and the Gym

Snacks/Drinks are provided every morning and afternoon at approximately 10:00 and 2:30.

Field Trip Schedule

			DEADLINE FOR DROP OFF
June 1 and June 4-8	Getting to Know You	Swimming will begin June 11. Field trips will begin June 13. We will be spending this time to get to know each other and going over camp rules.	
June 11-15	Reading Rainbow	Wednesday, June 13 - Toledo Zoo is coming to visit (ALL) 9:00 a.m.	8:15 a.m. - Visit from Zoo
June 18-22	Sports Extravaganza	Tuesday, June 19 - Quarry Ridge Mini Golf (ALL) 9:45 a.m. - 12:45 p.m. Thursday, June 21 - QZar (TWEENS) 10:15 a.m. - 12:15 p.m.	9:00 a.m. Quarry Ridge 9:30 a.m. Qzar
June 25-29	Game Show Mania	Tuesday, June 26 - Imagination Station (ALL) 9:30 a.m. - 2:30 p.m. Thursday, June 28 - Butterfly House (TWEENS) 9:30 a.m. - 12:30 p.m.	8:45 a.m. Imagination Station 8:45 a.m. Butterfly House
July 2-6	Mad Science, Magic and Mystery	No Field Trips. Closed Wednesday, July 4, 2018. (HOLIDAY)	
July 9-13	Let's Build It!	Tuesday, July 10 - Maumee Indoor Theatre (ALL) 9:30 a.m. - 12:30 p.m. Thursday, July 12 - Legoland (TWEENS) 8:15 a.m. - 4:00 p.m.	8:45 a.m. Maumee Indoor Theatre 7:30 a.m. Legoland
July 16-20	Fairytale Week	Tuesday, July 17 - Indian Creek Zoo (ALL) 9:30 a.m. - 2:30 p.m. Thursday, July 19 - Spangler Candy (TWEENS) 8:45 a.m. - 3:00 p.m. (Tweens will stop at the Imagination Station Park for lunch and use the playground. Bryan, Ohio)	8:45 a.m. Indian Creek Zoo 8:00 a.m. Spangler Candy
July 23-27	Splish Splash	Tuesday, July 24 Sylvania Playland (Grades 1-3) 9:30 a.m. - 12:30 p.m. Tuesday, July 24 - Funigans (Grades 4-6) 9:30 a.m. - 12:30 p.m. Thursday, July 26 Rolling Hills (TWEENS) 10:15 a.m. - 3:15 p.m.	8:45 a.m. Sylvania Playland 8:45 a.m. Funigans 9:30 a.m. Rolling Hills
July 30-Aug 3	Space Exploration	Tuesday, July 31 - Toledo Zoo coming to visit (ALL) 9:00 a.m. Thursday, August 2 - Ritter Planetarium (ALL) 9:45 a.m. - 12:30 p.m.	8:15 a.m. - Visit from Zoo 9:00 a.m. Ritter Planetarium
Aug 6 - 10	Time Travel	No field trips this week. There will be swimming, visits from Mr. Frosty, and other special visitors. (For more information, please check the Parent Board located on the left bulletin board upon entering). Summer camp picnic this week. T.B.A. WALKING TRIPS Tuesday, August 7 - Brieschke's Bakery (ALL) leave 9:30 a.m., return 12:30 p.m. Wednesday, August 8 - Scavenger Hunt Downtown Sylvania (ALL) leave 9:30 a.m., return 12:30 p.m.	8:45 a.m. Brieschke's Bakery 8:45 a.m. Scavenger Hunt

IMPORTANT: Each child that arrives on a field trip day must attend the field trip and must wear their camp T-shirt. If your child does not have their shirt on a field trip day, we will provide a shirt for \$8.00.

Please

- ☞ have your child wear his/her camp T-shirt and comfortable walking shoes on field trip days
- ☞ On field trip days, please pack a non-perishable lunch in a large zip-lock baggy with the child's name on it and please include a drink (NO POP).
NO TUPPERWARE PLEASE!
- ☞ label your child's summer camp T-shirt with his/her name in permanent marker
- ☞ Children may bring a maximum of \$10 on each field trip. This is not mandatory.

General Camp Rules

Camp Consequences

Rules are to be followed at all times.

The following consequences will happen when rules are broken:

1. The unacceptable behavior will be discussed immediately with the child. The staff person will talk to the children about choices.
2. The child may be separated from the group and the activities for a short time, but will still be supervised. During this separation, the child will write or will dictate a discipline plan to identify the misbehavior and ways to change it. It is hoped that they will be able to return and deal with the situation in an appropriate manner in a very short period of time. The staff will fill out a Behavior Intervention form.
3. If behavior problems continue, they will be discussed with the parents and a solution to the problem will be worked out.
4. If the problem continues after discussing it with the parent, and the child still will not cooperate, a parent will be called, and the child will need to be picked up immediately.
5. A child may be suspended from the program for up to five days for serious or recurrent infractions. Prior notification will be given to parents at least 24 hours in advance that suspension is the next step. However, immediate suspension can occur depending on the severity of the situation.
6. If upon return to the program following suspension, the child's behavior continues to be inappropriate, enrollment may be terminated. Parents will be given at least 24 hours advance notice. However, immediate suspension can occur depending on the severity of the situation.
7. A child who has been removed from the program may be eligible for re-entry in the program after a 2-year period.
8. The center's method of management and guidance apply to all employees of the center.
9. Physical aggression towards staff or other children will not be tolerated. Immediate suspension will occur and possible removal from the program.
10. Leaving grounds of assigned group or running from staff will not be tolerated and 911 may be called.

Sylvania Community Services reserves the right to refuse to take any child on a field trip who cannot follow directions or behave appropriately as this poses a safety risk to the staff and children. The parent will need to make other arrangements for their child that day.

Fees

Registration Fees:

- 1st Child – \$27.00 / each additional child \$17.00
- Supply Fee (t-shirt) - \$8.00

Security Deposit:

- One Child – All grades - \$120.00
- Two or more children – All grades - \$110.00 per child

Tuition:

Families with two or more children in the program pay the family rate for each child.

Single / Family

Summer Camp – Grades 1-3 (grade in Fall 18/19)

Weekly	\$172.20 / \$163.60
Daily	\$43.05 / \$40.90

Tween Camp – Grades 4-6 (grade in Fall 18/19)

Weekly	\$182.40 / \$173.20
Daily	\$45.60 / \$43.30

Billing Policies:

- Parents are required to use the attendance clock daily while dropping off and picking up their child.
- Accounts are billed for the care already given, the week prior.
- Tuition is billed weekly on Wednesday. Payment is due within one week by the next Wednesday (7 calendar days). Balances greater than \$20 at the end of the day Wednesday will receive a \$10 finance charge. Balances greater than \$20 at the end of the day Friday will be suspended from child care services on Monday. Child care services will remain suspended until the past due balance is paid in full.
- Accounts setup for "automated" payments with a credit card or bank account will be processed on the same day that tuition is billed.
- The primary payer on the account will receive an email with an attached invoice and a confirmation that billing has been completed and is available on MyProcure.
- No invoice will be mailed, unless requested.
- Parents will be required to register their account with MyProcure. MyProcure is an interactive parent portal where payers have access to view account balances, ledger history, and child time cards and make payments online.

Payment Options:

- **No cash or checks will be accepted.**
- Only electronic payments will be accepted using Tuition Express or MyProcure.
- **Only Visa and MasterCard accepted.**
- We offer the following electronic payment options:
 - o Automated Credit Card Transactions
 - o Automated ACH Transactions – Checking & Savings Accounts
 - o Point of Sale Credit Card Transactions – At billing office
 - o Online Payments – Pay online with Tuition Express or MyProcure

Early / Late Pick Up Policy

We are not licensed prior to 6:30 a.m. Parents are not permitted to leave children prior to 6:30 a.m. For late pick-up (after 6:30 p.m. in emergency situations), a charge of \$2.00 per minute, per child, that the child(ren) stays after closing time will be assessed. The camp reserves the right to terminate services if late arrival becomes excessive. The late charge will be billed to the child's invoice.



Sylvania Community Services is pleased to offer MyProcare, a free online parent portal for you to access account information and easily pay tuition. MyProcare is available on any computer, tablet & phone. MyProcare is safe, secure and created with your convenience in mind.

Features available on MyProcare include:

- View contact information, emergency contacts and pickup persons.
- View account balances, recent payments and ledger history.
- View your child's schedule, time card, immunizations and more.
- Print statements and end-of-year tax summaries.
- Use the **Pay** button to make a payment with your card.

Policies and Procedures

Sylvania Community Services Facts and Policies of the Child Care Program

School-age Summer Camp Program

The Sylvania Community Services school-age child care programs are licensed and approved by the Ohio Department of Job & Family Services. (ODJFS) The license is posted in the main room at the day camp site. A copy of the laws and rules are available for your review at the site. The centers' licensing records including compliance reports, evaluations from the health, building, and fire departments are available upon request at the Ohio Dept. of Job and Family Services. The Ohio Dept. of Job and Family Services toll free number is 866-886-3537 option 4, and is available to any person who suspects violation by the centers. It is unlawful for any center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin.

The hours of extended day program are 6:30 a.m. to 9:00 a.m. and 3:30 p.m. to 6:30 p.m., Monday thru Friday. The camp is open for children going into the first grade through the 5th grade. They can also be out of the Sylvania district. The acceptable child/staff ratio is 18:1 as required by ODJFS (or less).

Purpose of the School-age Summer Camp Program

The purpose of our summer camp program is to provide a program that is interesting and enriching to all elementary school children. The selection of mature, enthusiastic, and qualified staff that can create a loving, caring, and supportive atmosphere where the children will feel secure and happy is of primary importance. We strive to enhance the child's creativity, arouse their curiosity about the world around them, and expose them to many different healthy and broadening experiences. Each child will have individual care and will be treated with respect.

Our Goals

- Provide an environment of warmth, security and creativity in which children can grow and mature. An environment which nurtures and responds positively to each child as an individual.
- Encourage the development of self-esteem.
- Encourage children to be responsible for their own actions.
- Encourage development of good decision-making skills.
- Promote acceptance of personal differences and appreciation of the efforts of others.
- Provide a safe environment.
- Provide enrichment experiences.

Our Objectives

For the Children:

- Provide an environment which is safe, both physically and psychologically.
- Institute a program that is of interest to elementary school-age children and will make them want to attend.
- Have qualified, mature and enthusiastic staff that will create a loving, caring and positive atmosphere where the children will feel secure.
- Offer age-appropriate, creative and broadening activities.

For the Parents:

- Provide child care in which their children will feel safe, happy, and important.
- Provide the opportunity to participate in decisions for their child's day care program.
- Charge affordable and reasonable fees (and reduced fees to those who qualify).
- Provide a program which is a place for the child to build self-esteem, to meet new challenges, to enjoy successes, to form friendships, to enrich experiences and to build social skills.
- Provide flexibility to meet parents' needs.
- Parents are welcome to "drop in" to any classroom and observe at any time. If you wish a conference with your child's caregiver, please call the SCS office to make an appointment. We are happy to speak with you about your child's progress.

For the Community:

- Provide a quality child care program.
- Create a sense of security in the knowledge that it is increasing the safety of children by providing a well supervised and enriching day care program for all elementary school-age children.
- Provide convenient locations for care.
- Provide continuity of care throughout the school year and the summer.

Upon Enrollment

Upon enrollment, each child must have on file current health records, emergency transportation info, and parent roster permission. These forms are required by the state of Ohio. We reserve the right to refuse any child who does not have all required information in his file. We must have complete files in order to be in compliance with the state law. Children's records include name, address, birth date, date of admission to the center, plus parent/guardian names, home and work addresses and telephone numbers, home, work, and cell phone numbers, two nearby emergency contacts and pickup information.

Sylvania Community Services reserves the right at our discretion to refuse admission to any child. Reasons for denial of admission may include refusal to follow policies, behavioral problems or failure to pay outstanding child care invoices.

Transfer of a Child's Records

Sylvania Child Care may disclose personally identifiable information from a child's record under two circumstances: 1) written consent from a parent or guardian or 2) the receipt of a court order. Such records include any medical and health information, the child's educational progress and record of attendance. A consent form "Authorization for Release/Request of Student Records" would need to be completed by the parent. These are available in the main office.

Extended Time (E.T.) Hours of Summer Camp

Our before and after camp hours are Monday – Friday from 6:30 a.m. to 9:00 a.m. and 3:30 p.m. until 6:30 p.m. During this time of our program, emphasis is placed on the importance of the 3 R's – resourcefulness, responsibility, and reliability – in a much more open setting that allows children freedom to use free time creatively. To accomplish this, teachers will offer more self-selected activities which have been pre-planned. We expect that the child care hours will be valuable time used productively for enriching experiences, learning skills, developing or pursuing special interest, or just being children.

Curriculum / Programming

In our Summer Day Camp program the curriculum needs are responsive to the individual needs of the group. Participants tend to come from a broad spectrum of social skills and levels of cognitive development. Thus, curriculum goals will be clear and appropriate. Activities will be planned, and teachers will prepare lesson plans weekly. The "course of study" is keyed to the needs of each particular group.

The following curriculum goals have been established:

- Foster the concept of self-worth in each and every child.
- Access each child's ability and develop enrichment activities that will enhance cognitive skills.
- Plan activities that will draw a widely diversified group together although at certain times of the day, the group will not act as a unit.
- Focus on social development skills both as individuals and within a group.
- Incorporate large muscle-building activities and sports into the daily program.
- Teachers will have at least three on-going interest centers in their rooms at all times. These will rotate periodically.

Supervision of Children: Ratios & Maximum Group Size

- An 18:1 ratio is maintained at all times. Two childcare staff members will be present during all operating hours. The maximum group size is defined by the number of children in one group that may be cared for at any time.
- School age children may run errands inside the building, use the restrooms alone and/or in groups of no more than six children without adult supervision as long as the children are within hearing distance of a teacher, the teacher checks on them regularly until they return, and the restrooms have exclusive use of the school.

- No child in grades 1 – 3 is left alone or unsupervised by a staff member. Children in grades 4 – 6 may be without a staff member while inside the building as long as a staff member is within sight and hearing of the children. The staff must check on the children every 5 minutes and be sure they are engaged in activities which pose no physical risk.
- The center shall not abuse or neglect children and shall prohibit children from abuse and neglect while in the center's care.
- If the family has certain custody agreements, a copy of the appropriate paperwork will be required upon registration, or upon notification.
- Upon arrival and departure the parent/guardian must enter his or her child's ID code into the time clock. If a child is not checked in and/or out on the day he comes, the maximum time will be charged. The children will only be released to a person showing picture ID. This person's name must be printed on the pickup list for the child.
- The centers have immediate access to a working telephone. The parent/guardian will be contacted in case of an emergency. In extreme cases, the emergency squad will be contacted.
- Medical and dental emergency plans are posted in each classroom used by the children.
- All staff are trained in First Aid, CPR, Child Abuse Prevention, Defibrillators and Common Childhood Illnesses, and are in the centers at all times. A first aid kit, enrollment health and information forms, and a staff person trained in first aid and CPR accompany children on all field trips.
- The administrator and the employees of the centers are required to report their suspicions of child abuse or child neglect to the appropriate agency, under section 2151.421. of Ohio Department of Job and Family Services.
- When an accident or injury occurs, or when any other incident necessitates administration of any first aid, or a child is transported in case of an emergency, the centers shall complete an Incident Report. This report shall be signed by the parent and returned to SCS that same day.
- When a home address, phone, work address, or phone of the parent(s) changes, the center must be notified immediately. We must also know if there is a change in authorized emergency contact phone numbers.
- No spray aerosols are used when the children are present.

Outdoor Play

The camp shall provide outdoor play 75% of their day in suitable weather conditions. The staff is to use good judgment when choosing outdoor play time. There will be no outdoor play when the temperature is 90 degrees or higher. Gym time will be offered on these days.

Closings

Camp is closed on Wednesday, July 4th in observance of the holiday.

Breakfast

A nutritious breakfast is available for a \$2.50 charge. Children may bring their own breakfast. Milk is available for \$.50 cents. We stop serving breakfast at 7:45 a.m.

Lunch

Each child needs to bring a packed lunch with them unless otherwise indicated. Please make sure their lunch is nutritious. The law defines a nutritious lunch as "One food from the meat/meat equivalent group, the bread/grain group, the dairy group, and two foods from the fruit or vegetable group." (ODJFS 5101:2-12-39) The Center will provide milk with your child's packed lunch. Sack lunches from home need to constitute at least 1/3 of the child's RDA's or we are required to substitute their lunch, therefore a lunch substitute charge of \$.50 per item will apply. Also, a complete lunch will be provided in an emergency situation in case a child does not bring one from home. The charge for this service is \$3.50 and will be added to your child care bill. **Camp is a "Nut Free Zone". Please do not send peanut butter or items that include any nut products to camp.**

Snacks

Snacks/Drinks are provided every morning and afternoon at approximately 10:00 and 2:30. All snacks follow ODJFS guidelines and will consist of two food groups. Snacks are chosen with the children's taste in mind. We do not serve snacks with peanut butter or nut products.

Attendance

Attendance will be taken each day for safety and security. Please make sure you see a staff member before taking your child. This attendance should be accurate in case of emergency/evacuation.

Early / Late Pick Up Policy

We are not licensed prior to 6:30 a.m. Parents are not permitted to leave children prior to 6:30 a.m. For late pick-up (after 6:30 p.m.), a charge of \$2.00 per child for every minute that the child stays after closing time will be assessed. The late charge will be billed to the child's invoice.

Arrival and Departure

A parent, guardian, or designated person dropping off or picking up children **must** enter the building and take the child to or from his or her classroom/cafeteria. **No child is to enter or exit the building on his own.** Parents/guardians must check the child in or out each day. Staff members must see parent bring in or pick up the child.

Anyone (including parents) picking up a child must have a picture ID to show. If they cannot show a picture ID, then it is the responsibility of that staff person to check with the parent via phone before allowing the child to leave the building. If someone other than the designated and normal pick-up person will be picking up your child, the staff **must** be notified prior to that day in writing. Pick-up person will always be asked for ID. Children may be released from the program to another activity in the same building without an adult (if applicable) provided the center is given written permission from the parent or guardian. It must include the following information: child's name, destination, departure

time, dates of activity, arrangements for transportation, nature of activity, pick up person's name and parent's signature. **Upon arrival/departure ODJFS requires all children and staff to wash their hands.**

Non-Custodial Parent Policy

A parent of a child enrolled at the center who is not the child's residential parent will be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and contact by the nonresidential parent. This documentation must be on file in the office and on site at camp. Upon entering the site, the non-custodial parent must provide ID to the Administrator or Administrator designee, and be listed on the pick up list prior to the child being released.

Custody Issues

To ensure that Sylvania Child Care is in compliance with any court order pertaining to the custody of your child, we require a certified copy of the custody order. We keep this information confidential and solely for the safety and well-being of your child. If a new custody order is issued or if a restraining order has been issued against either parent, we will need certified copies of this on file. It is the policy of Sylvania Childcare to remain neutral in all custody matters.

Parent Participation

Any parent or guardian of a child enrolled in our program is permitted unlimited access to the classrooms during the hours of operation. We encourage parent, guardian, and employee participation. Please feel free to offer suggestions which you feel will enhance the day care program. If parents and/or guardians or employees need assistance with any problems related to the child care program they should be reported to the administrator.

The Director and Assistant Director of the Center's administrative hours are 8:00 a.m. to 4:30 p.m., located at 4747 N. Holland Sylvania Rd. The phone number to the main office is (419) 885-2451.

- Parent volunteers are always welcome. If you have any skills which you would like to share with the children or staff, please talk with the teacher or administrators.
- Staff members are encouraged to talk with the parents and discuss the child's program involvement daily.
- A Parent Roster of the names and telephone numbers of those parents who agree to have their names listed is available upon request.
- The Family Picnic is offered in August to encourage family fun.

Field Trips

Field trips are a part of our summer camp. A signed permission slip from the parent/guardian will be required prior to the field trip. This permission slip is included in the camp registration paperwork. Transportation will generally be provided by the Sylvania School buses driven by

properly licensed bus drivers. Staff ratios for field trips will be 1:18. Staff ratio may increase depending on the nature of the trip. Staff will take head counts at the start, during, and upon departure.

Transportation of children

Transportation for field trips is provided by Sylvania School buses. Any emergency transportation will be provided via a 911 call.

Behavioral Expectations

We expect that the children will cooperate with the staff and the other children in the program. We expect all children to respect the rules and regulations of our center and to respect the rights of others. We expect that the children will treat the center's property with respect. Our approach to discipline focuses on self-control. Rules are developed and limits are set for four main reasons:

1. Possible harm to self
2. Possible harm to others
3. Damage to property
4. Infringement on the rights of others

We feel that our goals are best accomplished by utilizing the following guidelines:

- Staff acts as limit setters – listening, clarifying and supporting positive decisions-making skills.
- **Positive** language and manners will be used to communicate limits and provide simple, consistent explanations.
- An environment structured to help children remember limits will be provided.
- Children are rewarded and recognized with praise for respecting limits.

Rules for Children - Stop, Think, and then Act!

- 1. Safety first at all times and in all places.**
- 2. Treat others as you would want to be treated yourself.**
- 3. Always stay with your group and tell your teacher if you need to leave.**
- 4. Clean up after yourselves and help others.**

Guidance of Discipline Policy

We expect that children will have difficult days from time to time and will need to be disciplined constructively. In most cases, we do not expect to proceed beyond point #2 of the discipline policy. Sylvania Community Services Child Care Department is committed to provide all enrolled children a safe atmosphere that fosters positive self-esteem development. Consequently, negative language or actions regarding a child's gender, ethnicity, size, or personal being will not be tolerated as this type of behavior is counterproductive to the goals of the child care center. Violation of this policy will result in disciplinary action based on our standard guidelines.

1. The unacceptable behavior will be discussed immediately with the child. The staff person will talk to the child about choices.

2. The child may be separated from the group and the activities for a short time, but will still be supervised. During this separation, the child will write or will dictate a discipline plan to identify the misbehavior and ways to change it. It is hoped that he will be able to return and deal with the situation in an appropriate manner in a very short period of time. The child may be asked to write an "I did it" report to discuss positive choices.
3. If the behavior problems continue they will be discussed with the parents and a solution to the problem will be worked out. If after the discipline plan, the problem continues, the parent will be called.
4. If the behavior problem continues after discussing it with the parent, and the child still will not cooperate, a parent will be called, and the child will need to be picked up within the hour.
5. A child may be suspended from the program for up to five days for serious or recurrent infractions. Prior notification will be given to parents at least 24 hours in advance that suspension is the next step. However, immediate suspension can occur depending on the severity of the situation.
6. If upon return to the program following suspension, the child's behavior continues to be inappropriate, enrollment may be terminated. Parents will be given at least 24 hours advance notice. However, immediate suspension can occur depending on the severity of the situation.
7. A child who has been removed from the program may be eligible for re-entry in the program after a 2 year period.
8. The center's method of management and guidance apply to all employees of the center.
9. Physical aggression towards staff or other children will not be tolerated. Immediate suspension will occur and possible removal from the program.
10. Leaving grounds of assigned group or running from staff will not be tolerated and 911 may be called.

Emergencies and Accidents

Emergency files will be kept with the child care staff members. Parents receive notification by phone from the child's teacher of any symptoms of impending illness (headache, stomach ache, fever, vomiting, etc.) Parents will be expected to leave work or make arrangements for someone else to pick up a child who appears to the teacher or administrative staff to be too ill to remain in the program. Until the parent arrives, the child will be excluded from the activities with other children. The child will rest in a quiet area, secluded from the main area of activity and supervised by a staff member.

If, after every effort has been made to contact the parent/guardian, they cannot be reached, we will call the emergency telephone numbers that the parent/guardian has listed on the Emergency Health Information Form (EHI).

If it is required, emergency first aid will be administered and a staff member will remain with the child until the emergency squad arrives. The child will then be transported to the place indicated on the EHI. Whenever there is a

medical or dental emergency and a child needs to be transported, an emergency squad is called to transport the child to the hospital. If a child is transported to an emergency facility, parent/guardians are notified immediately. The Child Enrollment and Health Information Form which includes the emergency transportation information and the child's health conditions information accompanies the child to the emergency facility. We are not able to enroll families that refuse to consent to emergency treatment and transportation. All staff members have been trained in first aid and CPR.

An incident/injury report will be completed when an accident or injury occurs. A copy will be given to the parent/guardian on the day of the incident.

If a child requires a hospital visit, the incident report will be available 24 hours after the incident occurs. The center shall also contact ODJFS licensing personnel within 24 hours. The incident report will be provided to licensing within three days of the incident.

In the event of an evacuation at the camp, the parents will be called from the camps designated evacuation site to come pick the child up. Evacuation sites are Northview High School with a back-up location of Sylvania First United Methodist Church.

Incident Reports

The Center will initiate an incident report when the following applies:

- Illness which requires first aid treatment
- Accident which requires first aid treatment
- Injury which requires first aid treatment
- Bump or blow to the head
- Emergency transporting
- Unusual or unexpected event which jeopardizes the safety of children or staff.

Management of Illness

Staff members are trained to recognize the common signs of communicable disease by Red Cross Training or a registered nurse and in hand washing /disinfection procedures and shall check each child daily as he enters the group for symptoms (per state law). The center shall immediately notify the parent/guardian of the child's condition when a child has been observed with signs or symptoms of an illness. EHI contacts will be called to pick up the child from center in this order: parents and if no response the other two contacts will be called next.

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

- Diarrhea (3 or more abnormally loose stools within a 24 hours period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Redness of eyes, obvious discharge, matted eyelashes, burning and itching.

- Stiff neck with elevated temperature.
- Temperature of 100 degrees Fahrenheit when in combination with any other signs and symptoms of illness.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Sore throat or difficulty swallowing.
- Vomiting more than 1 time or when accompanied by any other signs or symptoms of illness.
- Evidence of untreated lice or scabies or any other parasitic infestation.
- Difficult or rapid breathing
- Yellowish skin or eyes

Decisions regarding whether the child should be discharged shall be determined by the administrator, and the parent/guardian. While isolated at the center, the child shall be supervised by a staff person trained in first aid, CPR, communicable disease recognition, and child abuse prevention. A child will be provided a cot in a room or portion of a room not being used for child care. The child will be within sight/hearing of an adult at all times, never being left alone. The child will be readmitted to original classroom upon approval of one of the administrators.

A mildly ill child may be cared for within the child's group. The child shall be observed carefully for signs and symptoms of worsening conditions. If the child exhibits such signs or symptoms, he/she will be isolated from the group. Any medication that needs to be administered by staff requires a form to be completed by parents and possibly the physician/dentist. (See medication section).

In the event of a communicable disease outbreak at the center, each parent will be notified in writing. A "Child Day Care Center Communicable Disease Chart" shall be posted at all times in each day care center and at all sites. These are located at all main check in/out locations.

Medications/Food Supplements/Modified Diets

We prefer not to administer medication of any kind. However, we understand that there are some circumstances in which it becomes necessary for the child to take medication during day care hours. For protection of the child the following regulations will be mandatory:

- The centers are only allowed to administer non-prescription medication for 3 consecutive days.
- Medications will be dispensed by a designated staff member only. Children shall not administer their own medication.
- A Medication Form, available in the SCS child care office, must be filled out by the parent and/or physician before any medication (prescription, non-prescription, or lotions) can be administered.
- Medication prescribed by a physician should be in the original container with the pharmacist's label indicating name of child, name of doctor, name of medication, amount of and time of administration of medication.
- Non-prescription medication must also be in its original container with the name and amount of dosage indicated.

- It is the parents' responsibility to notify the center when the medication has been discontinued, changed or expired. The child cannot attend until medication has been renewed.
- The center does allow the possession and use of inhalers if the child is in third grade or higher and able to administer the inhaler themselves. Younger children will need to fill out a health care plan and an administration of medications form.
- Any modified diet, where food groups are actually eliminated from the child's diet will require a health care plan.
- Any food supplements will require a health care plan and administration of medication form.

Children with Special Health Needs

If you have a child who has special health needs, please check with the administrator so we can explain our procedures, and you can tell us how you feel your child can best be cared for while at camp. There is a Health Care Plan that must be filled out. Any school-aged child requiring medication, either daily or for an emergency, needs to fill out a Health Care Plan form and medication administration form from the office.

Water Safety Plan

Children are taken to pre-approved swimming areas. They are supervised by staff and Water Safety Instruction Lifeguards are present. Life guards are not counted into our ratios. Written permission for all swimming situations is required by parents.

- The use of hot tubs, saunas, and spas are prohibited.
- Staff will take a head count before, during, and after leaving the pool areas.
- Swimming safety rules must be reviewed every time the children go swimming.
- Swimming test will be required for deep water swimming per swimming site.

Thank you for choosing Sylvania Community Services Summer Camp Program.

Please call us at 419-885-2451 with any questions.

Desiree Thompson
Child Care Director

Lisa Ames
Assistant Child Care Director

Center Parent Information

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

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

The administrator and each employee of the 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 and child/staff ratios are posted in a noticeable place in the center for review.

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

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

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



NOTES:

Reminders for Fall Registration

Extended Time (ET)

Open registration begins Friday, June 1, 2018.

Re-registration is required annually for the Extended Time before/after school program.

- NEW children must fill out a FULL registration packet, available online
- RETURNING children may fill out a shortened version, available in our office

Serving the entire Sylvania school district elementary schools: Central Trail, Highland, Hill View, Maplewood, Stranahan, Sylvan and Whiteford.

The 2018/2019 registration forms are available online at www.sylvaniachildcare.org, beginning Friday, June 1, 2018.

Registration Fees:

June 1st-30th – DISCOUNTED

- 1st Child: FREE
- 2nd Child: \$20
- 3rd Child: \$10

July 1st and on – FULL RATE

- 1st Child \$40
- 2nd Child: \$30
- 3rd Child: \$15

Tuition – Rates:

Flat Fee – Morning care - \$9.90 per a.m. visit

Flat Fee – Afternoon care - \$13.20 per p.m. visit

Do You Need Preschool?

Did you know we also have a Preschool at:

Woodrow Child Care Center

5900 Woodrow Dr.

(tucked away near Downtown Sylvania off Erie Street)

- Open Year Round from 6:30 a.m. - 6:30 p.m.
- Children swim at Plummer Pool, plant and tend a garden in the summer.
- The Creative Curriculum™ is followed with Kindergarten Readiness focus.
- Affordable rates – Full time and part time schedules available.

Part time - 2 day min. required

Full time - 3 day min. required

Registration forms are available at our Main Office at:

4747 N. Holland Sylvania Rd.

Hours: 8:00 a.m. to 4:30 p.m. Monday - Friday

or online at: www.sylvaniachildcare.org

For further information call: Sylvania Community Services Child Care @ 419-885-2451. www.sylvaniachildcare.org