



Parent's Policy & Procedures

Grades K - 5 Extended Time Child Care Program 2022 - 2023 School Year

7 locations serving Kindergarten through grade 5.

All Sites are Open Monday - Friday

CENTRAL TRAIL ELEMENTARY CHILD CARE

4321 Mitchaw Road
Sylvania, OH 43560
Hours: 6:30am - 9:00am and 3:30pm - 6:00pm
419-824-8772
email: centralet@scsonline.org

HIGHLAND ELEMENTARY CHILD CARE

TEMPORARILY CLOSED

7720 Erie Street
Sylvania, OH 43560
Hours: 6:30 - 9:00am and 3:30pm - 6:00pm
419-824-8771
email: highlandet@scsonline.org

HILL VIEW ELEMENTARY CHILD CARE

5424 Whiteford Road
Sylvania, OH 43560
Hours: 6:30am - 9:00am
419-824-8774
email: hillviewet@scsonline.org

MAPLEWOOD ELEMENTARY CHILD CARE

6769 Maplewood Avenue
Sylvania, OH 43560
Hours: 6:30am - 9:00am and 3:30pm - 6:00pm
419-824-8770
email: maplewoodet@scsonline.org

STRANAHAN ELEMENTARY CHILD CARE

3840 North Holland-Sylvania Road
Toledo, OH 43615
Hours: 6:30am - 9:00am 3:30pm - 6:00pm
419-824-8775
email: stranahanet@scsonline.org

SYLVAN ELEMENTARY CHILD CARE

TEMPORARILY CLOSED

4830 Wickford Drive East
Sylvania, OH 43560
Hours: 6:30am - 9:00am 3:00pm - 6:00pm
419-824-8776
email: sylvanet@scsonline.org

WHITEFORD ELEMENTARY CHILD CARE

4708 Whiteford Road
Sylvania, OH 43560
Hours: 3:00pm - 6:00pm
419-824-8773
email: whitefordet@scsonline.org

Company Information

Sylvania Community Services Child Care • Open Monday through Friday
4747 N- Holland-Sylvania Rd, Sylvania, OH 43560 • 419-885-2451 Ext 227 and 228 • Fax: 419-882-1639
www-sylvaniachildcare.org • Tax ID Number 34-1217036

Welcome

Dear Parents,

Welcome to SCS Extended Time (E.T.) Program 2022/2023. The **Sylvania Community Services Child Care** staff is excited about having you and your child as part of our program.

This booklet is designed to supply you with all the information you will need about our before and after school care called Extended Time.

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

The SCS Child Care Staff

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General Information/Fees

REGISTRATION FEES: \$40.00 per child - This is a non-refundable, annual registration fee.

DEPOSIT: \$130.00 per child - A security deposit is required at the time of registration. This is a refundable deposit that is collected for each child at the time of enrollment. Security deposits may be applied toward your child's last week of tuition.

A two week written notice is required to withdraw your child. If notification is not provided, the child's security deposit will be forfeited, and the child will be dis-enrolled.

The deposit and registration fees must accompany the online registration and registration forms. Please fill out all registration information completely as it is necessary to start the program.

Frequently Asked Questions

What is your Mask Policy?

Child care staff members and children are not required to wear masks at this time. Masks are optional but will be encouraged if parents choose. The CDC still recommends masks at this time. The Mask Policy will be updated or revised as ODJFS, CDC, and Sylvania Schools update theirs.

Our family used the program last school year. Do we need to register again?

Yes. The State of Ohio requires that each child in our program have a registration and Enrollment and Health Information form (Child Enrollment and Health Information) on file. Please visit sylvaniachildcare.org to fill out the registration packet.

Do I need picture I.D. to use your program?

Yes. Any person picking up a child from any SCS child care center must show a photo ID to the caregiver in charge of the child. Children will not be released from the center to anyone who does not have the proper authorization.

How do I get my Key Fob to enter the school for E.T.?

Sylvania Schools implemented the Raptor Visitor Management Program to help keep students safe. This platform will allow them to monitor and control the visitors, vendors and volunteers who frequent the school on a daily basis. Sylvania Childcare will issue Key Fobs to families registered in our program. Key Fobs are mandatory and cannot be shared. Once you register, make sure to come to our office to get a Key Fob if you don't have one already (4747 N. Holland Sylvania Road - use door 3 and ring the doorbell).

What days are the E.T. Program closed?

SCS Child Care is closed the following days: New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Day after, Christmas Eve, Christmas Day and New Year's Eve. Please review the attached calendar on page 6.

Does SCS have a policy on social media?

Electronic devices and cell phones are not permitted during E.T. hours. Children may not use social media during E.T.

What do I do if there is inclement weather such as a delay or closing?

OPTIONAL ADD-ON PACKAGE: Pre-Registration Required.

For all inclement weather related delays or closings, child care will be offered at **Maplewood Elementary only**.

Delay - If there is a weather delay children will be bussed by Sylvania Schools to their home school at the end of the delay. A morning snack will be provided, at no additional cost.

Delay that turns into a Closure - If a delay turns into a closing, all children will remain at Maplewood Elementary until they are picked up by a parent/guardian. Children picked up no later than 11:00am, will be charged the 2-HR DELAY rate. Children picked up after 11:00am will be charged the daily rate. A snack will be

provided, at no additional cost.

Closing - Please pack a nutritious lunch for your child. If you do not provide a lunch, we will provide a cold lunch and milk for \$3.50.

Delay & Closing Billing

	Single Rate	Family Rate
2 HR DELAY (6:30am - 11:00am) DELAY to CLOSURE	\$24.70	\$23.50
• When picked up no later than 11:00am	\$24.70	\$23.50
• When picked up after 11:00am	\$46.30	\$44.00
CLOSURE (6:30am - 6:30pm)	\$46.30	\$44.00

How do I know if your program has closed due to poor weather conditions?

In the winter, we are open during a Lucas County level 1. **During a level 2 or 3**, please call our recording to determine closure: 419-885-2451, press option 2. You may also check our website or Facebook.

Closings will be broadcast on 13 ABC WTVG: Sylvania Community Services.

On weather delays and closings, a text message will be sent to your cell phone. (You must fill out the registration page and provide us with your cell phone number and network provider.)

What about medications at Maplewood during school weather delays/closures?

For children who have emergency or routine medications at our Extended Time (E.T.) sites, please note, you will be required to bring medication for that day only to Maplewood (E.T. staff). We are unable to retrieve the medications from the other elementary schools (E.T. Sites) on weather delays and closures. The same procedures on page 12 under **Medications/Food Supplements/Modified Diets** will be followed. Same rule applies to camps and All Day programs.

Will tuition be charged if there is a positive COVID-19 case?

- In the event of COVID-19 related interruptions to attendance, such as, but not limited to: sanitation shutdowns, isolation or quarantine - tuition and fees will not be reduced/pro-rated. Tuition will still be billed to hold your child's contracted spot.
- In the event of COVID-19 related mandatory government shutdown, no tuition or fees will be billed to accounts (such as, State Mandates, Health Department).

Is there a separate registration for all-day programs and camps?

Yes there is! A separate registration is required for each All Day Program and each Camp. Registration forms will be available at all sites one month ahead of the scheduled All Day Program

Continued on next page.

or Camp. All Day Programs and Camps are pre-registered and prepaid. We do not accept All Day registrations from parents with a past-due account. Registrations for All Day Programs and Camps are taken on a first-come, first-serve basis. We are unable to give refunds or credits because your payment holds your child's slot. Please pack a nutritious lunch for your child. If you do not provide one, we will provide a lunch for a \$3.50 charge. We serve milk with lunch and provide a morning and afternoon snack.

ALL-DAY PROGRAMS AND CAMPS (teacher conference and in-service days, and winter & spring camp)

Rate: \$46.30 single child \$44.00 family rate per child.
Location: Maplewood Elementary School.

Does the SCS E.T. Program offer early/late pick up?

Our sites are not licensed prior to 6:30am Parents are not permitted to leave children prior to 6:30am For late pick up (after 6:00pm in emergency situations) a charge of \$2.00 per child for every minute that the child stays after closing time will be assessed in addition to the billable weekly rate. The late charge will be billed to the child's invoice. The site reserves the right to terminate services if late arrival becomes excessive.

Billing Policy EXTENDED TIME (E.T.)

- **Regular Schedule** - Tuition is based on the child's contracted schedule. Tuition and fees are not reduced in the event that a child is ill or for holidays. The weekly tuition rate will be due in full even if a child is absent for one or more days.
- **Schedule Changes** - A 2 week notice is required for all schedule changes. [However, urgent add-on days are possible if space allows. Urgent add-on is defined as less than 2 week notice and is available at a premium rate.] Changes must be approved through the site Administrator and parents will be required to sign an updated contract.
- **Time Clock** - Parents are required to use the attendance clock daily while dropping off and picking up their child.
- **Last Day Notice** - A 2 week written notice is required to withdraw a child. In the event that a 2 week written notice is not provided, the child's security deposit will be forfeited and the child will be disenrolled. The primary payer is still responsible for all remaining balances on the account.
- **Continuous Absences** - In the event that a child does not attend the program for two consecutive weeks, without prior notice, it may result in the termination of the child's enrollment slot.
- **Weekly Tuition Billed** - Tuition is billed each week on Wednesday. Tuition is billed one week in advance of the service week.
- **Weekly Tuition Due** - Tuition is due by Friday 11pm, prior to the service week.
- **Late Payment Fee** - All tuition is due in advance. Balances greater than \$20.00 on Monday, of the current week, will assess a late fee of \$15.00.
- **Non-Payment Suspension** - Balances greater than \$20 at the end of the day Wednesday (7 calendar days after billing) will be suspended from child care services on Monday. Child care

services will remain suspended until the past due balance is paid in full.

- **Automatic Payments** - Automatic payments through checking, savings or credit card will be processed on Wednesday, prior to the week of service.
- **Online Payments** - Online payments using MyProcure® or Tuition Express must be processed by Friday at 11:00pm, prior to the week of service.
- **Declined Electronic Funds** - A fee of \$15.00 will be applied for any declined electronic funds transfer. Declined electronic funds must be paid in full by Wednesday at 11:00pm, or the current service week. Balances not paid in full by Wednesday at 11:00pm will receive a late fee of \$15.00.
- **Center Delays and Closures** -
 - Winter Break - Winter break will not be billed to your account.
- Per Sylvania Schools Calendar: Friday, December 16, 2022 thru Monday January 2, 2023.
 - Spring Break - Spring break will not be billed to your account.
- Per Sylvania Schools Calendar: Monday, March 27, 2023 thru March 31, 2023.
 - In-Service Professional Development - Tuition will not be reduced as a result of center closures due to In-Service Professional Development days. For those who elect to attend an all-day child care program at Maplewood, only that charge will apply. For those who do not elect an all-day program, the usual tuition will be charged.
 - Holidays - Tuition will not be reduced as a result of center closures due to holidays, with the exception of Winter Break and Spring Break.
 - Sylvania Schools Weather Closures - Tuition will not be reduced as a result of center closures due to Sylvania Schools closing because of inclement weather. For those who elect to attend either a weather delay or weather closing child care program at Maplewood, only that charge will apply. For those who do not elect a weather delay or weather closing program, the usual tuition will be charged.
- **Child Illness** - Tuition will not be reduced as a result of a child being out ill. Also, see the COVID-19 Acknowledgments section.
- **Late Pick Up Fee** - A late pick-up fee of \$2.00 per minute, per child, will be assessed when a child is left beyond the center's operating hours. The late pick-up fee is not an agreement to provide after-hours service.
- **Invoice** - Each week the primary payer will receive an invoice by email. No invoices will be mailed unless the optional mailing preference is selected, during your registration process. At this point billing has been completed and is available on MyProcure®.
- **MyProcure®** - 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, child time cards and make payments online.

PAYMENT OPTIONS:

Continued on next page.

- No cash or checks will be accepted.
- Only electronic payments will be accepted using Tuition Express or MyProcare.
- Only Visa & MasterCard accepted.
- We offer the following electronic payment options:

MyProcare® - Pay using your online account. Payments post right away to your account ledger.

Automatic Payment w/Credit Card - SCS will process your payment automatically on Wednesday.

Automatic Payment w/Bank Account - SCS will process your payment automatically on Wednesday.

Point of Sale Credit Card Transaction - Call the billing office and pay over the phone.

RATES - beginning 8/15/22

Weekly rates are based on the schedule that you select for your child.

	Single Rates	Family Rates
Full Time – 5 days (M-F)	am \$78.75 / pm \$100.25 / both \$137.50	am \$74.75 / pm \$95.25 / both \$130.75
Part Time – daily rate	am \$15.75 / pm \$20.05 / both \$27.50	am \$14.95 / pm \$19.05 / both \$26.15
Urgent Add-On Rate (less than 2 week notice)	am \$18.90 / pm \$24.06 / both \$33.00	am \$17.94 / pm \$22.86 / both \$31.38
All Day Programs & Camps	\$46.30 per day	\$44.00 per day
Weather Delay and Closures	\$24.70 per delay / \$46.30 per closure	\$23.50 per delay / \$44.00 per closure



2022/2023 Child Care Calendar

2022

Monday, August 15 - Tuesday, August 16	Staggered Start (Grades 4 through 5).
Monday, August 15 - Wednesday, August 17	Staggered Start (Grades 1 through 3).
Wednesday, August 17	First day of school (Grades 4 through 5).
Wednesday, August 17 - Friday, August 19	Kindergarten Preview Days.
Thursday, August 18	First day of school (Grades 1 through 3).
Monday, August 22	First day of school (ALL kindergarten students).
Friday, September 2	No School. Teacher Collaboration PD. All Day Childcare at Maplewood 6:30am - 6pm.
Monday, September 5	HOLIDAY (Labor Day) No School. No Childcare.
Monday, October 10	No School. Teacher Collaboration OAPSE. All Day Childcare at Maplewood 6:30am - 6pm.
Thursday, October 27 - Friday, October 28	Parent/Teacher Conferences. All Day Childcare at Maplewood 6:30am - 6pm.
Tuesday, November 8	No School. Teacher In-service PD. All Day Childcare at Maplewood 6:30am - 6pm.
Wednesday, November 23	HOLIDAY (Thanksgiving Break) All Day Childcare at Maplewood 6:30am - 6pm.
Thursday, November 24 - Friday, November 25	HOLIDAY (Thanksgiving) No School. No Childcare.
Friday, December 16	No School. Records Day. All Day Childcare at Maplewood 6:30am - 6pm.
Monday, December 19 - Friday, December 30	No School. Winter Break and Holidays.
Monday, December 19 - Thursday, December 22	No School. Winter Camp. All Day Childcare at Maplewood 6:30am - 6pm.
Tuesday, December 27 - Thursday, December 29	No School. Winter Camp. All Day Childcare at Maplewood 6:30am - 6pm.
Friday, December 23, Monday, December 26	HOLIDAY (Christmas and New Years Break) No School. No Childcare.
Friday, December 30	HOLIDAY (Christmas and New Years Break) No School. No Childcare.

2023

Monday, January 2	HOLIDAY (New Years Break) No School. No Childcare.
Tuesday, January 3	School Resumes.
Friday, January 13	No School. Teacher Collaboration PD. All Day Childcare at Maplewood 6:30am - 6pm.
Monday, January 16	HOLIDAY (Martin Luther King, Jr. Day) No School. No Childcare.
Monday, February 20	HOLIDAY (President's Day) No School. No Childcare.
Monday, March 27 - Friday, March 31	No School. Spring Camp. All Day Childcare at Maplewood 6:30am - 6pm.
Friday, April 7	HOLIDAY (Good Friday) No School. No Childcare.
Friday, May 5	No School. Teacher Collaboration PD. All Day Childcare at Maplewood 6:30am - 6pm.
Thursday, May 25	Last Day of School

Maplewood is for Weather Days, All Day Programs and Camps

Policies & Procedures

Sylvania Community Services Facts and Policies of the Child Care Program

Child Care Center

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 our main office as well as each individual child care site. The laws and rules are available for your review upon request from the main SCS office or on the sylvaniachildcare.org website. 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 6:30am to 9:00am and 3:00pm to 6:00pm, Monday thru Friday. The Centers are open for children K through fifth grade who attend a Sylvania Public School. The acceptable child/ staff ratio is 18:1 as required by ODJFS (or less).

Purpose of the School-Age Child Program

The purpose of SCS Before and After School which we call Extended Time (E.T.) is to provide a day care 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.

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 and independence.
- 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.
- If you wish to schedule a conference with your child's caregiver, please call the SCS office to make an appointment. 419-885-2451.

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 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 a complete registration packet with 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 laws. 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.

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 may include any medical and health information, the child's educational progress and record of attendance. A consent form

Continued on next page.

“Authorization for Release/Request of Student Records” would need to be completed by the parent. These are available in the main office.

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 Child Care to remain neutral in all custody matters.

Arrival of Children Health Screening Process

All children and staff are required to be visually screened for any observable illness, including cough or respiratory distress.

Exclusion from Care

Regulations set forth by the Center for Disease Control (CDC) and our licensing agent the Ohio Department of Job and Family Services (ODJFS) require that we enforce a strict policy on sickness.

- If your child has a fever of 100.0 degrees or higher, they will not be allowed to attend and/or will be immediately sent home.
- The child will not be allowed to attend for 24 hours after the fever returns to normal unmedicated. If other symptoms are present, a doctor's excuse may be needed and requested to return to care. Your child will not be permitted to return sooner than the 24-hour window even with a doctor's excuse. However, if anyone in the home is sick (including a sibling in the center) your child(ren) should not be in care until the person is fever free for 48 hours without medication.

Curriculum / Programming

In our day care program, 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.
- Make the Extended Time programs something the children look forward to attending – a program that is fun, challenging, enriching, rewarding and comforting.

School Age Assessments

- The E.T. program does not complete school age assessments. Parents can schedule meetings with the E.T. Staff or Directors as needed.

Extended Time - Daily Routine

1. Transportation of children

Under certain circumstances transportation between the Centers and the schools is provided by Sylvania School buses. Bus numbers are determined by the Sylvania Schools' Transportation Department. Parents will be told which bus their child(ren) will ride when routes are assigned. This information is not available until one week prior to the beginning of the school year. Sylvania buses are used for all field trips. Any emergency transportation will be provided via a 911 call.

2. Supervision of children: Ratios and Maximum Group Size

- No child in grades K – 3 are left alone or unsupervised by a staff member. Children in grades 4 – 5 may be without a staff member 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.
- A 1:18 ratio is maintained at all times. A maximum group size is 36 children. 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 our Program has exclusive use of the school restrooms that are located down the hall.
- 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.
- 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

Continued on next page.

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 number.
- No spray aerosols are used when the children are present.

Early Morning Activities

SCS strives to have a balance of self-selected activities at the site. Your child will have a choice of self-directed activities such as blocks, puzzles, reading, working on a project, playing games, visiting with friends, etc. Large motor play is also offered in the gym. Tables will be assigned for book bags, snack and activities.

Afternoon Activities

Safety check, snack, attendance check – After most of the children have arrived, snack is offered (between 3:45 p.m. and 4:15 p.m.). We share events of the day or weekend, talk about plans and comment on the weather, etc. After snacks the children engage in some sort of planned activity or craft, or begin their homework.

Older children enjoy individualized reading, talking with a friend, or playing a game. The Safety Check list is checked as children arrive to be sure children who are marked to be there are indeed in the Center. (See section on Safety Checklist on page 10 for more information).

Outdoor Play

The center shall provide outdoor play each day, in suitable weather conditions for school age children in attendance four or more consecutive daylight hours. The staff is to use good judgment when choosing outdoor play time. There will be no outdoor play when the temperature is 32 degrees or lower (this includes wind chill) or 90 degrees or higher. Gym time will be offered on days with inclement weather.

Interest Centers and Lesson Plans

The administrator of the site will plan activities for after school, with flexibility built in based on weather conditions and children's requests. Interest centers will be set up in the cafeteria to encourage the child's engagement in an activity. Interest centers include but are not limited to: music, science, math, dramatic play, homework area, crafts, block & manipulatives, and board games. Electronic devices and cell phones are not permitted during E.T. hours. Children may not use social media during E.T.

Holidays

There will be no daycare on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and New Year's Eve.

Breakfast (see page 14 for Portion Sizes for Meals - JFS 01250)

A nutritious breakfast is available at the sites for \$2.50 charge. Children may bring their own breakfast. Milk is available for \$.50.

Snacks (see page 16 for Portion Sizes for Meals-JFS 01250)

A morning snack will be served to our children who remain with us after 9:00 a.m., for example on late start days. An afternoon snack will be served during E.T. on a regular school day. All snacks follow ODJFS guidelines and will consist of two food groups. Morning and afternoon snack will also be served on All Day Programs and Camps. Snacks are chosen with the children's taste in mind. We do not serve snacks with peanut butter.

Attendance / Safety Check Lists

Attendance will be taken each day for safety and security. If your child is ill and will not be in school and will not be using the child care program that day, please call the site they are attending. If your child attends either Central Trail, Hillview, Whiteford, Highland, Maplewood, Stranahan or Sylvan's before/after school programs, you may call them direct and leave a voice mail. (See front page of Parent's Manual for phone numbers). If there is a period of absence from our program, parents should call the office to have their child put back on our safety check list.

The Safety Check Lists are available for you to check which afternoons your child will be attending our program. This list is used to make sure all children are there that are supposed to be there. We take attendance of the children as they come in and check our attendance to our safety checklist. If your child is marked to be in our Center and is not there, every attempt will be made to locate the child. Any discrepancies are reported to the Director, Assistant Director, or Site Administrator who follows the following procedure:

- Calls home
- Calls 1st parent, then 2nd parent
- Calls 1st emergency contact, the 2nd emergency contact
- Calls school and bus garage
- In some cases, a visit is made to the child's address to see if the child is at home

Early / Late Pick Up Policy

Our sites are not licensed prior to 6:30am. Parents are not permitted to leave children prior to 6:30am. For late pick up (after 6:00pm in emergency situations) a charge of \$2.00 per child for every minute that the child stays after closing time will be assessed in addition to the billable weekly rate. The late charge will be billed to the child's invoice. The site reserves the right to terminate services if late arrival becomes excessive.

No child is to enter or exit the building on his own.

SCS staff will update the paper attendance as you clock your child in and out of the Procure® system.

ALL E.T. SITES, 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

Continued on next page.

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.

Parent Communication

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 is (419) 885-2451. Site administrators can reach Director and Assistant Director after office hours.

- Parent volunteers are always welcome. If you have any skills which you would like to share with the children or staff, please email the Site Administrator. Each E.T. Site email address is on the cover page.
- Staff members are encouraged to email with the parents and discuss the child's program involvement as needed.
- Parent advisory groups will be formed periodically. Interested parents will gather to discuss and share information.
- A Parent Roster of the names and telephone numbers of those parents who agree to have their names listed is available upon request.

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

Sylvania Community Services Child Care is committed to providing all enrolled children a safe atmosphere that fosters positive self-esteem development. Re-direction will be used whenever possible. Children will be encouraged to make appropriate decisions and when they do not, the following measures will be taken:

1. The unacceptable behavior will be discussed. The caregiver and the child will talk about other choices the child could have made.
2. The child will be re-directed to a new activity. If the behavior continues, the child may be separated from the group and activities for a short time, but will still be supervised.
3. If the behavior problems continue, they will be discussed with the parents in a conference and a Behavior Intervention Form will be filled out.
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 immediately for the day.
5. A child may be suspended from the program for up to five days for serious or recurrent infractions. This usually happens after 3 Behavior Intervention Forms have occurred. 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. Biting will not be tolerated, if a child's biting becomes habitual or dangerous for the other children and staff, the child's enrollment may be terminated without advance notice. If this situation occurs, re-enrollment of the child will be considered after the biting phase has passed.
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.
11. Negative language or actions regarding a child's gender, ethnicity or personal being will not be tolerated.
12. Expulsion By Parent: A child may be withdrawn from the center at any time. Tuition adjustment is made for withdrawal with two weeks' written notice. Tuition

Continued on next page.

adjustment is not made for absence or for withdrawal without notice. If a problem exists involving one of the E.T. programs, we ask that parents bring it to our attention promptly. Sylvania Community Services will make timely, reasonable efforts to correct the problem.

Expulsion By SCS: SCS may suspend your child's enrollment or expel your child from our E.T. program, effective immediately if any of the following conditions arise:

1. In the judgment of the SCS Director, the child's behavior threatens the physical or mental health of other children in the program.
2. In the judgment of the SCS Director, the Center's program does not meet the developmental or special needs of your child.
3. You fail to abide by the terms of the SCS E.T. Parent Policy and Procedure Manual.
4. If exclusionary measures must be taken, SCS will assist the family in accessing services and an alternative placement if possible.

Emergencies and Accidents

Emergency files will be kept for each child at each site. 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 (Child Enrollment and Health Information).

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 Child Enrollment and Health Information. Staff members have been trained in first aid and CPR at each site.

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 child care site, parents will be called from the schools designated evacuation site to come pick the child up. All evacuation sites are within walking distance of the child care sites. Secondary evacuation sites require transportation from the Sylvania School buses.

Emergency Transportation of Children

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.

Fire Drills and Evacuation Locations

Fire drills are scheduled monthly and documented on forms provided by the Sylvania Fire Department. Tornado drills are scheduled for the months of April through June. They are documented on the same form, which is posted with all required postings. Evacuation drills are done twice a year. The following locations are as follows:

School	First Site	Second Site
Hill View	Arbor Hills Jr. High	Whiteford Elem.
Whiteford	Arbor Hills Jr. High	Hill View Elem.
Highland	St. Stevens Church	First United Methodist Church
Central Trail	Timberstone Jr. High	Southview School
Maplewood	First United Methodist Church	Woodrow Child Center
Stranahan	Sunrise Gym	Elks Lodge
Sylvan	Lourdes College Administration	Sylvania Schools Building

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

Pre-COVID-19. 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. Child Enrollment and Health Information 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).

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- 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.

CDC Guidance for Exposure to Covid-19

If Someone Becomes Sick

- We will isolate the sick child (such as on cot in a corner of the cafeteria) the parent will be notified to pick up.
- After the sick child has gone home, we will clean and disinfect surfaces in that area and continually clean and disinfect all areas.

Confirmed Cases of Coronavirus

- Immediately isolate and seek medical care for any individual who develops symptoms while at the daycare facility.
- Shutdown rooms or areas if possible. Deep sanitation of all equipment and areas.
- Child care providers should immediately notify the Department of Jobs and Family Services in writing of any confirmed cases of COVID-19 among children or staff.
- Work with the local Health Department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notification.
- All parents will be notified.

Staff Sick Time

Staff are urged to stay home if they are sick, or if they are caring for a sick family member. Staff are also able (as usual) to request time off for other reasons.

COVID-like symptoms of staff

- The staff member with the COVID-19 like symptoms will be referred to their primary care doctor. If the doctor determines that COVID-19 testing is needed, the employee is asked to notify supervisor that they will be tested.
- If COVID-19 test comes back positive, employee is asked to notify supervisor.
- If a staff member tests positive, all parents will be notified (See section: Confirmed Cases of Coronavirus)

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. All medications along with completed paper work must be at the center on or before the child's first day. 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 the medication has been renewed.
- The center does allow the possession and use of inhalers if the child is in first grade or higher and able to administer the inhaler themselves. All children (K-5) needing an inhaler will need to fill out a "Child Health Care Plan" and an "Administration of Medications" form. Please bring in the inhaler box with the prescription label on it so we may take a photocopy of it at the time of registration.
- 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.

Cleaning/Sanitizing Procedures

- Use checklists to ensure multiple sanitations of high touch surfaces and items that staff and children are touching.

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- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouth or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with EPA-registered disinfectant, rinse again and air-dry. You may also clean in a mechanical dishwasher.
- Toys will be washed and sanitized daily after each program.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

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 in day care. 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. Additional paperwork will be requested to help your child be successful in our program.

Compliance with ADA including children with special needs.

Children with special needs are considered on an individual basis. Assessments may be provided using various resource persons such as a psychologist or a speech therapist. Children with special needs may be admitted if staff are adequately trained to support the child's needs. Modifications to SCS E.T. programs cannot fundamentally alter the nature of the existing E.T. services, programs, or activities.

Responsible Restart Ohio

SCS E.T. program will always adhere to the most up-to-date CDC/ODJFS recommendations, and if those are updated after the release of this handbook, we reserve the right to abide by those new guidelines.

Social Media/Technology Policy

Electronic devices and cell phones are not permitted during E.T. hours.

Children may not have access to social media (networking) sites while at E.T. or any SCS Programs.

Children must not use social media to harass or bully others. Taking pictures or videos is not permitted.

Desiree Thompson
Childcare Director

Mark Olejownik
Childcare Assistant Director

PORTION SIZES FOR MEALS

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

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

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services. 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>.

JFS 01237

Do You Need Preschool?

Did you know we also have a Preschool at:

Woodrow Preschool at Memorial Park
5900 Woodrow Dr
(tucked away near Downtown Sylvania off Erie Street)

- Open Year Round from 6:30am - 6:00pm.
- 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.

Registration is available at:
info@scsonline.org or call 419-885-2451